



## **2020-2021 Fortune Society Volunteer/Internship Program**

**Our Mission:** The Fortune Society's mission is to support successful reentry from incarceration and promote alternatives to incarceration, thus strengthening the fabric of our communities.

**Opportunity Title:** Administrative Assistant (Volunteer)

**Type:** Volunteer, un-paid

**Department/Reports To:** Employment Services; Director of Career Advisement

**Location:** Hybrid; (Both Remote and In-Person at our LIC Office)

**Tentative Schedule:** Weekdays; approx. 3-4 hr shifts, 2-3 days per week, min of 4 months. (Priority given to candidates who can dedicate more weekly hours).

**Application Deadline:** Open until filled

**Position Summary:** The goal of the Administrative Assistant is to help the Employment Services department carry out various administrative duties to ensure our employment services run efficiently. Volunteers must maintain confidentiality and conduct themselves professionally and with a high level of customer service with respect to each of Fortune's participants. Supervisor will train volunteers on how to conduct tasks in-person and remotely and will review progress at the end of each shift.

### **Tasks:**

- Data entry and filing physical and electronic documents
- Taking accurate and case management notes efficiently.
- Making retention calls.
- Ability to meet deadlines and multi-task.
- Offering ideas for social media posts.

### **Preferred Qualifications:**

- Currently pursuing a college degree (Jr/Sr Undergraduate) or has an Associates.
- Comfortable using Microsoft Office, Excel, and Outlook. Type min of 60 WPM.
- Working knowledge of social media (Facebook, Twitter, Instagram).
- Customer service experience.
- Experience with facilitation of presentation and case management is a plus

### **Additional Requirements**

- All volunteers/interns must first complete an online application at: <https://fortunesociety.org/volunteer-or-intern-with-us/>.
- Applications selected for a phone/zoom interview will be contacted via email to schedule. If selected to interview, candidates will need to submit their most recent resume and a cover letter.



**The Fortune Society**  
*BUILDING PEOPLE, NOT PRISONS*