



2021-2022 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: Mock Interview Volunteer

Type: Volunteer, un-paid

Department/Reports To: Employment Services Team

Location: Remote

Tentative Schedule: Wednesdays, Thursdays, Fridays, from 1pm-4pm (Must be able to attend the full 3 hours and commit to a minimum of 6 months.)

Duration: Ongoing

Application Deadline: Open until filled

Position Summary: The goal of the Mock Interview Volunteer is to help the Employment Services team assist job-seeking clients as they prepare for re-entering the workforce. Volunteers, working either one-on-one or in a group setting, provide remote assistance to clients who are in Fortune's 2-week Job Readiness Workshop.

Tasks:

- Meet with clients through video conferences
- Act as potential employers during mock interviews
- Determine hard and soft skills
- Provide encouraging comments to clients using the feedback form
- Teach clients how to answer difficult questions related to their justice-involvement
- Create a respectful and comfortable environment for clients

Preferred Qualifications:

- Comfortable with talking about sensitive topics with our community members
- 5+ years of professional interviewing experience
- Ideal candidate would express sincere sensitivity toward the populations represented in The Fortune Society and assist them without bias.
- Strong verbal and written communication skills.
- Bonus: Spanish fluency

Learning Objectives:

- Further develop interviewing skills through training and interacting with clients
- Enhance ability to be an effective team player at Employment Services
- Increase knowledge of understanding and working with the formerly incarcerated population



Additional Requirements

- All volunteers/interns must first submit an application online 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.