



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: Policy Associate Intern

Type: Intern, un-paid

Department/Reports To: David Rothenberg Center for Public Policy, Rebecca Engel

Location: Hybrid (Remote & In-Person at LIC Office)

Tentative Schedule: Weekdays, 16 hours per week

Duration: Ongoing

Application Deadline: Open until filled

Position Summary: The goal of the Policy Associate Intern is to support The Fortune Society's David Rothenberg Center for Public Policy (DRCPP) through performing various administrative tasks. The intern will be working alongside the Senior Policy Counsel in managing multiple projects across DRCPP and advocating for justice reform.

Tasks:

- Attend meetings with the Senior Policy Counsel and other stakeholders
- Take important notes and draft memos for DRCPP
- Conduct and synthesize research to inform and support projects
- Accurately organize records and documents
- Assist with other daily administrative tasks

Preferred Qualifications:

- Must have a bachelor's degree
- Previous experience in Public Policy preferred
- Ability to take minimal direction and work independently
- Comfortable with talking about sensitive topics with our community members
Sensitivity toward the population served by The Fortune Society and the ability to assist them without bias is necessary.
- Must be 18+ of age

Learning Objectives:

- Gain policy work experience in a professional setting
- Enhance ability to be an effective team player at DRCPP
- Develop the project management skills in the nonprofit sector
- Increase knowledge of understanding and working with the formerly incarcerated population



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

Additional Requirements

- Must have personal laptop/computer with reliable internet connection
- 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.