



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: Research Administrative Assistant Intern

Type: Intern, un-paid

Department/Reports To: Emmanuelle Laguerre, Nutrition Research Coordinator

Location: In-Person Only (LIC Office)

Tentative Schedule: Flexible based on intern's availability; 10 hours per week

Duration: Fall Sept 1st-Dec 15th;

Application Deadline: Fall applications due ASAP

Position Summary: The Research Unit of the Fortune's Food and Nutrition Department is currently conducting an evaluation study on food budgets for the Harlem community. This research is to identify whether a food voucher increases the purchase of food and vegetables of low-income communities. The Research Assistant Intern will work along with the Nutrition Research Coordinator to perform the following:

Tasks:

- Sort and scan participant receipts.
- Organize and electronically file scanned receipts.

Preferred Qualifications:

- Excellent organizational skills
- Computer literate.
- Good interpersonal and communication skills.
- Pursuing an associates or undergraduate degree, preferably in nutrition/dietetics, health sciences, or public health.
- Must have an interest in research.
- 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:

- Will be trained in how to scan and save the data, where to file, and how to label and organize.
- Will meet with the Coordinator to discuss progress in weekly 30min meeting.
- Learn data management skills in the nonprofit sector
- Develop methods of attention to detail.



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

Additional Requirements

- Must 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.