



## **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 & In-Person

**Tentative Schedule:** Wednesdays, Thursdays, Fridays, from 1pm-4pm

**Duration:** Ongoing; Must attend full 3 hours sessions 2x per month & commit a min of 6 months.

**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.
- **Onboarding Process:** If candidate passes initial screening; candidate will submit paperwork and shadow a current volunteer facilitate a session 2x. Candidate chooses to commit to program and participates in an online training followed by two sessions in which they facilitate sessions and are observed by another volunteer 2x.

### **Executive Order 74**

In accordance with NYC's EO47, all staff, interns, and volunteers that work or serve at Fortune's physical locations must either show proof of vaccination (picture of COVID vaccination card) -OR- can elect to submit weekly PCR COVID testing results.