



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: Employment Recruitment Assistant Intern

Type: Intern, un-paid

Department/Reports To: Employment Services/ Manager of Transitional Fellowships

Location: In-Person (LIC Office or Harlem)

Tentative Schedule: Approximately 15 hours per week

Duration: Summer June 1st-Aug 15th; Fall Sept 1st -Dec 15th ; **Spring Feb 1st -May 15th**

Application Deadline: ASAP; Screening calls scheduled ASAP for candidates

Position Summary: The goal of the Employment Recruitment Assistant is to support the Employment Services department with recruiting and onboarding activities. The intern will be responsible for scheduling calls and interviews, maintaining candidate database and handling confidential paperwork.

Tasks:

- Help conduct outreach calls to clients
- Track client responses
- Analyze employment positions to client database
- Conduct meetings with clients to assess employment matching
- Verify documentation needed for client to progress towards new employment
- Pay attention to detail and accuracy
- Perform administrative tasks as needed

Preferred Qualifications:

- Previous experience with customer service
- Must have or currently pursuing a bachelor's degree
- 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:

- Acquire database management skills in a professional setting
- Enhance ability to be an effective team player at the Employment Services department



- Increase knowledge of understanding and working with the formerly incarcerated population
- Develop the communication skills needed to conduct outreach

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.

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.