



2020-2021 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: Retention Specialist Intern

Type: Intern, un-paid

Department/Reports To: Employment Services Team

Location: In-Person (LIC Office)

Tentative Schedule: Monday-Thursdays from 1:30pm-5pm, Fridays from 9am-5pm **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 Retention Specialist Intern is to help the Employment Services team utilize a case management approach as well as regular telephone and in-person consultations to help clients address work-related problems and issues external to the workplace impacting performance.

Tasks:

- Make referrals both within and outside Fortune as necessary to provide people with the services that will help them solve outside problems and retain their jobs
- Engage in career planning with clients on issues of career advancement
- Monitor and report on the employment status and salary of Employment Services Workshop clients on a monthly basis
- Provide one-on-one retention counseling either by phone or in-person for 240+ clients per month; issue employment incentives;
- Other duties as assigned

Preferred Qualifications:

- Comfortable with talking about sensitive topics with our community members
- Currently enrolled college student or recent college graduate with previous work experience.
- 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:

- Learn how to organize information and solve problems in a professional setting



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

- Enhance ability to be an effective team player at the Employment Services department
- Develop communication skills needed to maintain client relationships
- 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.

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.