



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: Vocational Training Programs Intern

Type: Intern, un-paid

Department/Reports To: Employment Services / Training Coordinator

Location: In-Person (LIC Office)

Tentative Schedule: Flexible based on intern's availability; 20 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 Vocational Training Programs Intern is to support the Employment Services department with various administrative and programmatic duties to ensure all vocational trainings are running efficiently.

Tasks:

- Assist with recruitment and coordinating of the vocational trainings offered in Employment Services
- Take attendance and track progress of students in courses
- Co-facilitate program trainings
- Assist with curriculum development
- Manage class rosters and distribute certifications
- Help with daily administrative tasks

Preferred Qualifications:

- Knowledge of Microsoft Word and Excel
- College student or recent graduate
- Knowledge of or interest in the Green industry
- Ability to take minimal direction and multitask
- 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:

- Learn program management skills in the nonprofit sector
- Enhance the ability to be an effective team player through the Employment Services department
- Develop communication skills necessary to build professional relations with students
- Increase knowledge of understanding and working with the formerly incarcerated population

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.