



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: Housing Specialist Intern

Type: Intern, un-paid

Department/Reports To: ICAN Department / ICAN Housing Specialist and the ICAN Director of Community Services

Location: In-Person (LIC Office)

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

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

Application Deadline: ASAP

Position Summary: The housing intern will be specifically working with the Housing Specialist and the Director of Community Services for I-CAN. In this role, they will be directly supporting the administrative needs of the Housing Specialist. This is a new position as is the Housing Specialist, so the additional administrative support will provide our program the ability to develop and flourish.

Tasks:

- Inputting Housing Screening Data for Future Research
- Inputting Housing Referrals in Referral Tracker
- Calling participants to schedule for Housing Workshop/Meetings with Housing Specialist
- Calling resources for bed availability in Housing Document
- Finding new housing resources for the Housing Document
- Cold calling landlords and brokers
- Assist in preparing clients for housing interviews (mock interviews)
- Inputting notes for clients participating in the housing workshop
- Supporting in special housing projects
- Supporting in research of advocacy movements, surrounding housing in NYC

Preferred Qualifications:

- Excellent organizational and interpersonal/communication skills
- Computer literate.
- Pursuing an associates or undergraduate 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



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

Learning Objectives:

- Will meet with the Coordinator to discuss progress in

weekly 30min meeting.

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.

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 sign up for a weekly PCR COVID testing program.