



2022-2023 The Fortune Society Volunteer/Internship Program

About Fortune: The Fortune Society, Inc. (Fortune) has evolved into one of the nation's preeminent reentry and justice-informed service organizations, providing formerly-incarcerated people with the skills and wrap-around services needed to break the cycle of crime and incarceration and to build productive lives in their communities. **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: Community Outreach Intern

Type: Intern, un-paid

Department/Reports To: ICAN Department / ICAN Case Manager

Location: In-Person (Long Island City)

Tentative Schedule: 15-20 hours per week commitment (sometime Mon-Fri 9am-5pm)

Duration: Fall (Sept 1-Dec 15); Spring (Feb 1-May 15); Summer (June 1-Aug 15)

Application Deadline: Ongoing until opportunity is filled.

Position Summary: The role of the Community Outreach Intern is to support The Fortune Society's I-CAN (Individualized Corrections Achievement Network) program through completing administrative work and communicating the program's resources to participants. The intern will assist with the engagement and retention of participants in services to assist in their community reentry.

Tasks / Primary Responsibilities:

- Organize and maintain participant files
- Assist with attendance and participating in wellness groups (in-office/remote, dependent on COVID)
- Discharging clients who have completed our program
- Conduct participant outreach and engagement, and record outcomes
- Enter and track upcoming release dates and participant appointments for internal and external services
- Attend internal and external meetings. Take meeting notes to be distributed.
- Assist with inputting/cleaning data in database

Learning Objectives:

- Learn how to conduct outreach in a professional setting
- Enhance ability to be an effective team player through the I-CAN department
- Develop communication skills needed to build service relationships with participants
- Increase knowledge of working with the formerly incarcerated population.



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

Preferred Qualifications:

- Must have strong knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Must be able to demonstrate attention to detail.
- Excellent organizational and interpersonal/communication skills.
- Must have a high level of sensitivity toward the population served by The Fortune Society and the ability to assist them without bias.

Additional Requirements

- Must be 18+ of age
- Must have personal laptop/computer with reliable internet connection
- Must show proof of completed COVID-19 vaccination (boosters not required to comply with EO47).

To Apply

- Submit an online application 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 resume.

The Fortune Society encourages individuals to apply who have successfully made the transition from incarceration and/or substance abuse into a stable, productive lifestyle in the community.