



2024-2025 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: Resume Coach (in the Resume Academy Volunteer Program)

Type: Volunteer, un-paid

Department/Reports To: Employment Services / Employment Specialist Supervisor

Location: In-Person (Long Island City)

Tentative Schedule: Mon / Tues / Wed / Thurs 10am-1pm or 1-4pm

Duration: One day a week for 4+ months

Position Summary: The goal of the Resume Coach Volunteer is to help the Employment Services team assist job-seeking participants in creating or revising their resumes to prepare for re-entering the workforce. Volunteers will work one-on-one in-person assistance to participants.

Tasks:

- Meet with participants in-person at our Long Island City service center location
- Navigate Google Drive resources and templates
- Ask questions to participants related to their hard and soft skills, previous work experience, course/certification history, etc to populate their resume.
- Create a welcoming, safe, informative, engaging, professional and respectful space for participants.
- Learn how to format/display participant information that highlights their employability and minimizes justice-involvement.

Preferred Qualifications:

- Strong skills in Google Suite (Gmail, G-Drive) and Microsoft Office (Word).
- Comfortable with talking about sensitive topics with our community members
- Experience writing resumes for yourself and/or others.
- Experience asking questions to pull relevant information and/or the ability to find/display transferable skills or experiences.
- Ideal candidate would express sincere sensitivity toward the populations represented in The Fortune Society and assist them without bias.
- Strong verbal and written communication skills.
- Bonus: Spanish fluency



Additional Requirements

- Must be 18+ of age

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.
- **Onboarding Process:** If candidate passes initial screening, candidate will submit onboarding paperwork and shadow a current volunteer/staff person. Those that choose to commit to the program will get access to online training tools and will facilitate their first few sessions while being observed by another volunteer.

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.