



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: EES Contracts & Compliance Intern

Type: Volunteer, un-paid

Department/Reports To: Education and Employment Services

Location: In-Person (29-76 Northern Blvd, Long Island City)

Tentative Schedule: 21 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 goal of the EES Contracts & Compliance Intern is to assist the agency and the department prepare for internal and external audits of its records to ensure compliance.

Tasks / Primary Responsibilities

- **Data:** Data input, cleaning, and analysis.
 - Learn and demonstrate the agency's monitoring procedures for data input, cleaning, quality controls, and analysis.
 - Support data team with entering data and reviewing data recorded by staff for accuracy.
 - Work with Data Analyst to learn the process for cleaning data in order to update the system with the correct data points in preparation for internal and external audits.
 - Work with management to conduct regular folder reviews comparing the data recorded in the system to the records that are saved in their folder.
- **Contract Review:** Use established methods to monitor and evaluate program outcomes by tracking program level data.
 - Exercise a critical eye for quality, authenticity, and accuracy.

Learning Objectives:

- Proactively seek guidance, clarification and feedback.
- Demonstrate flexibility in prioritizing and completing tasks.
- Learn program and data management skills in the nonprofit sector.
- Develop communication skills necessary to build professional relations with and conduct outreach to participants.
- Demonstrate creative thinking and individual initiative while working as a team member.



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

- Enhance the ability to be an effective team player and build solid professional relationships.
- Increase knowledge of working with the formerly incarcerated population.
- Acquire database management skills in a professional setting.
- Apply project management tools to keep deliverables on track.

Preferred Qualifications:

- Expert knowledge of Microsoft Word and Excel. Ability to take minimal direction and multitask. Previous experience with customer service.
- 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.

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.

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.