



## **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:** SRP Community Engagement Intern

**Type:** Intern, un-paid

**Department/Reports To:** Supervised Release Program (SRP) / Director, Administration

**Location:** In-Person (The Bronx: 502 East 163rd St Bronx, NY 10456)

**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 Supervised Release Program in the Bronx works with participants engaged with our Alternatives to Incarceration Department. The SRP Community Engagement Intern will assist with various administrative and programmatic duties to ensure the efficient operation of our programs and services. This role offers a valuable opportunity to gain hands-on experience in the criminal justice field and contribute to our mission of promoting community engagement and rehabilitation.

### **Tasks / Primary Responsibilities**

- **(25%) Community Engagement:** Assist with administrative tasks such as data entry, file management, and recordkeeping. Support program staff in organizing and facilitating community events and workshops. Conduct outreach to community members and to promote program participation and engagement. Assist with the development and dissemination of program materials, including flyers. Collaborate with program staff to gather feedback from participants to improve program effectiveness. Provide general support to program staff as needed to ensure the smooth operation of programs and services.
- **(25%) Case Management:** Observe and document to assist case managers with client assessments to identify needs, strengths, and goals. Provide administrative support, including data entry, file management, and recordkeeping. Accompany case managers on client visits and appointments to observe and learn about the case management process. Assist with developing and implementing strategies for support. Maintain confidentiality and adhere to ethical standards in all interactions with clients and colleagues.
- **(25%) Outreach:** Help conduct outreach calls to participants and track client responses. Assist with planning, coordinating, and executing outreach efforts and activities, such as community events, health fairs, and informational sessions. Conduct research to identify potential outreach opportunities and partnerships with community organizations, schools, businesses, and other stakeholders. Assist with developing outreach materials, including flyers and brochures. Participate in



outreach efforts to engage with community members, stakeholders, and target populations. Assist with maintaining outreach databases, contact lists, and records of outreach activities. Collaborate with internal teams to ensure alignment of outreach efforts with organizational goals and priorities. Assist with evaluating the effectiveness of outreach strategies and making recommendations for improvement.

- **(25%) Pantry Management/Meal Service:** Assist with food preparation tasks, including heating, meal service activities, replenishing food items, and assisting clients as needed. Maintain cleanliness and sanitation standards in the kitchen area, including wiping down surfaces. Assist with inventory management tasks, such as receiving deliveries and storing items. Assist with the intake and distribution of food items to clients visiting the pantry. Help organize and stock shelves with food items, ensuring proper storage and rotation of inventory. Collaborate with pantry staff to pack and prepare food bags for distribution to clients. Provide excellent customer service to pantry clients, greeting them warmly, answering questions, and offering assistance as needed. Assist with maintaining cleanliness and organization in the pantry area, including cleaning shelves, sweeping floors, and disposing of waste. Support pantry staff with special projects, events, and initiatives as assigned.

#### **Learning Objectives:**

- Learn program management skills in the nonprofit sector.
- Develop communication skills necessary to build professional relations with and conduct outreach to participants. Enhance the ability to be an effective team player.
- Increase knowledge of working with justice impacted population.
- Acquire database management skills in a professional setting.

#### **Preferred Qualifications:**

- Knowledge of Microsoft Word, and Excel. Ability to take minimal direction and multitask. Previous experience with customer service.
- Strong interpersonal and communication skills, with the ability to interact respectfully and empathetically with diverse populations without bias.
- Excellent organizational skills and attention to detail.
- Ability to work effectively in a fast-paced environment and adapt to changing priorities

#### **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.*