



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: Court Advocacy Administrative Intern

Type: Intern, un-paid

Department/Reports To: Court Advocacy / Senior Court Advocate

Location: In-Person at one of the following Court locations:

Manhattan Office: 100 Centre Street, New York, NY, 10013

Brooklyn Office: 120 Schermerhorn Street, Brooklyn, NY, 11201

Bronx Office: 215 East 161st Street, Bronx, NY, 10451

Queens Office: 125-01 Queens Boulevard, Kew Gardens, NY, 11415

Fortune Office: Long Island City; 29-76 Northern Blvd, Long Island City 11101

Tentative Schedule: ~20 hours a week (conducted 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 Administrative Intern is to provide administrative and programmatic support to the Court Advocacy department. The intern will share a small office with other staff. Responsible for working with court stakeholders to assess and screen, and advocate for individuals to be placed in Fortune's Alternative to Detention (ATD) or Alternative to Incarceration (ATI) programs, and report to the court regarding clients' participation in programming.

Tasks:

- Track program referrals for ATI Program, Gun Diversion Program, and Abusive Partner Intervention Program (APIP)
- Record intakes conducted by Court Advocates; conduct intakes with client referrals
- Conduct housing screenings
- Reach out to defense attorneys on possible ATI dispositions
- Assist with other administrative and programmatic tasks
- Observe Court Advocates in the courtroom
- Scheduling and conducting video conferences for those incarcerated

Learning Objectives:

- Learn data management skills and project coordination in the nonprofit sector
- Become an effective team player
- Develop communication skills
- Increase knowledge about and understanding of individuals impacted by the criminal



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

justice system

Preferred Qualifications:

- Previous experience in Excel and SharePoint preferred
- Ability to take minimal direction and multitask
- 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
- Must have personal laptop/computer with reliable internet connection

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 most recent resume.

We seek talented, dedicated individuals from all walks of life who possess a strong commitment to this mission. Relevant personal experience is a plus.