



### **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:** Queens County Reentry Task Force (QCRTF) Intern

**Type:** Intern, un-paid

**Department/Reports To:** Court Advocacy, Community Outreach / QCRTF Coordinator

**Location:** In-Person LIC: 29-76 Northern Blvd, Long Island City, 11101

**Tentative Schedule:** Flexible \*15-20 hrs/wk (work days/hours inc 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:** Funded by The NYS Division of Criminal Justice Services (DCJS), the County Re-entry Task Force (CRTF) initiative is a collaboration between the NYS Department of Corrections and Community Supervision (DOCCS) and a community-based agency. The goal of the Reentry Task Force is to provide service linkages and support to individuals returning home from state incarceration who are released under Community Supervision. CRTFs prioritize individuals assessed as moderate to high risk of recidivism to help address their stabilization and criminogenic needs to support successful re-entry. Under the Queens County Reentry Taskforce (QCRTF), the goal of the QCRTF Intern is to provide administrative and programmatic support to the Queens County Reentry Task Force. Interns are responsible for working directly with Parolees and Parole Officers in the Queens Area office while also providing administrative assistance.

#### **Tasks:**

- Provide administrative support including but not limited to; scanning and uploading documentation, ensuring paperwork is completed properly, making copies, and updating trackers.
- Contact participants and monitor program adherence.
- Coordinate with internal and external providers to confirm program participation.
- Document client check-ins and provide referrals when applicable.
- Provide updates to Parole Officers regarding clients' participation in programming.
- Attend case conference and bi-monthly meetings with QCRTF stakeholders.
- Assist in creating agendas for case conference and bi-monthly meetings.
- Conduct housing screenings & assist Case Manager in conducting intakes.
- Attend monthly New Releasee Orientation at Queens Parole Office.
- Develop and maintain relationships with all QCRTF stakeholders including DOCCS, the Queens District Attorney's Office and others.

**Learning Objectives:**

- Learn data management skills and project coordination in the nonprofit sector
- Become an effective team player
- Develop communication skills
- Develop relationships with various Queens stakeholders via networking opportunities thereby increasing future employment opportunities
- Increase knowledge about and understanding of individuals impacted by the criminal 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.*