



## **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 (29-76 Northern Blvd, Long Island City)

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

**Duration:** One day a week & commit 6+ 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.

### **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.
- 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 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/>.
- Not all applicants will be contacted to interview. If candidate passes initial zoom screening, candidate will submit paperwork and shadow a current volunteer, do online trainings, and will be observed doing service by another volunteer before going solo.

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