



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: Women's Lounge Admin Intern

Type: Intern, un-paid

Department/Reports To: Women Rising Senior Case Manager

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

Tentative Schedule: Min. 15 hours/per week between Monday-Thursday 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 Women's Lounge Admin Intern will support the department with various administrative duties to ensure services are running efficiently.

Tasks / Primary Responsibilities

- **General:** Assist in maintaining files and records. Data entry. Create and manage spreadsheets and presentations. Communicate with participants via phone and email. Gather basic client information. Gain comprehensive knowledge of Fortune Society's wraparound services and assist with referrals. Utilize Caseworthy database for client documentation.
- **Vocational Training:** Manage and track attendance of participants enrolled in workshops. Co-facilitate groups and workshops. Assist with workshop development/implementation. Develop/implement data spreadsheets, reports and presentations according to the program needs.
- **Retention:** Monitor and conduct outreach to clients who have not attended their scheduled workshops and appointments.
- **Recruitment:** Perform outreach to recruit new participants and re-engage prior participants.

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 the criminal justice impacted population.
- Acquire database management skills in a professional setting.
- Apply project management tools to keep deliverables on track.

Preferred Qualifications:



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

- 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.