



## **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:** Legal Department

**Type:** Intern, un-paid

**Department/Reports To:** Deputy General Counsel

**Location:** In-Person at 625 West 140<sup>th</sup> Street, NY ("Castle Gardens") and/or 29-70 Northern Boulevard, Long Island City, NY ("LIC Service Center")

**Tentative Schedule:** 9 to 5

**Duration:** Flexible

**Application Deadline:** Ongoing until opportunity is filled.

**Position Summary:** The Legal Intern will support the department with various tasks and responsibilities

### **Tasks / Primary Responsibilities:**

- Support internal investigations into harassment, discrimination, and other employee relations issues by assisting in all facets of such matters, including developing investigation strategy; scheduling and second-seating interviews; collecting and reviewing documentary evidence; and drafting memoranda.
- Conduct legal research, including on issues of employment law, compliance, risk management, not-for-profit corporation law, lobbying law, not-for-profit governance, and a wide variety of other issues that arise in the not-for-profit environment.
- Monitoring and advising on potential impact of developments in federal, state, and local government that may be applicable to Fortune.
- Work with the Legal, Compliance, and HR teams on other projects as needed.



- Learn about Legal, HR, Governance, and Risk Management work in a not-for-profit context.
- Gain an understanding of best practices in employment law, compliance, governance, and risk management.
- Hone legal writing, research, and investigative skills.

#### **Preferred Qualifications:**

- Knowledge of Microsoft Word and Excel
- Good organizational skills
- Strong research and writing skills
- Extraordinary common sense and communication skills
- An interest in Fortune's mission

#### **Additional Requirements:**

- Currently enrolled in an accredited law school

#### **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.

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