



2024-2025 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 and HR Departments Generalist Intern

Type: Intern, un-paid

Department/Reports To: Deputy General Counsel

Location: In-Person (625 West 140th Street, Castle Gardens) and (29-70 Northern Boulevard, LIC Service Center)

Tentative Schedule: 9 to 5

Duration: Flexible

Application Deadline: Ongoing until opportunity is filled.

Position Summary: The Legal and HR Intern will support the departments with various

Tasks / Primary Responsibilities

- Support investigations into harassment, discrimination and employee relations issues by scheduling meetings; second-seating investigation meetings and taking notes; assisting with strategizing; and saving documentation
- Support research into legal issues surrounding employment law, compliance and risk by researching best practices and procedures, examples from sister agencies and other resources
- Support the HR team on position review projects
- Work with the Legal and HR teams on other projects as needed

Learning Objectives:

- Learn about Human Resources, Legal, and Risk Management work in a non-profit context
- Gain an understanding of best practices in employment law, compliance and risk management
- Learn about reviewing and editing job descriptions
- Develop communication skills necessary to build professional relations
- Enhance the ability to be an effective team player



The Fortune Society
BUILDING PEOPLE, NOT PRISONS

- Learn and advance copyediting skills in a professional setting

Preferred Qualifications:

- Knowledge of Microsoft Word and Excel
- Good organizational skills
- Strong research skills
- An interest in the mission of the Fortune Society

Additional Requirements

- Must be 18+ of age
- Currently enrolled in an accredited educational institution

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.