



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: Property Management Admin Intern

Type: Intern, un-paid

Department/Reports To: Property Management / Vice President of Housing

Location: In-Person (625 W 140th Street, New York, NY 10031)

Tentative Schedule: 14+ hours per week commitment, 2 days per week (sometime Mon-Fri 9am-5pm)

Duration: Spring (Feb 1-May 15) / Summer (June 1-Aug 15) / Fall (Sept 1-Dec 15)

Application Deadline: Ongoing until opportunity is filled.

Position Summary: The goal of the Admin Intern is to support Property Management of The Fortune Society through sorting and organization of PM paper work (forms and documents). The intern would also provide assistance with data entry, uploading existing HQS documents into our database system. The intern would also be asked to organize key boxes to assist with an easier way to find keys. The intern will develop skills beneficial to a new social worker.

Tasks:

- Sort and organize boxes of Property Management documents by contract, by year
- Make sure all leases in our database are up to date. Note which are not up to date
- Upload all HQS documents for each property and note which are not current
- Ensure all TRCW documentation is uploaded and current for each tenant
- Organize key boxes in an efficient manner

Learning Objectives

- Learn data organization
- Learn data management skills in the nonprofit sector for Property Management
- Learn part of the data collection process for Property Management

**Preferred Qualifications:**

- Bilingual in Spanish preferred
- Experience with population of mental illness preferred
- Must have computer skills including Microsoft Office
- 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
- Must be 18+ of age

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 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.