



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: Rikers Community Outreach Intern

Type: Intern, un-paid

Department/Reports To: (RISE) Department / RISE Case Manager

Location: In-Person (Long Island City; 29-76 Northern Blvd, Long Island City 11101)

Tentative Schedule: 15-20 hours per week commitment (sometime Mon-Fri 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 role of the Community Outreach Intern is to support The Fortune Society's RISE (Reentry for Individual Success and Elevation) program through completing administrative work and communicating the program's resources to participants. The intern will assist with the engagement and retention of participants in services to assist in their community reentry.

Tasks / Primary Responsibilities:

- Organize and maintain participant files
- Assist with discharging participants who have completed our program, monthly
- Conduct participant outreach and engagement, and record outcomes
- Enter and track upcoming release dates and participant appointments for internal and external services
- Attend internal and external meetings. Take meeting notes to be distributed.
- Assist with inputting/cleaning data in database
- Assist with the maintenance of the resource list including search for new resources based on requests by Team Leads/Transition Coordinators

Learning Objectives:

- Learn how to conduct outreach in a professional setting
- Enhance ability to be an effective team player through the RISE department
- Develop communication skills needed to build service relationships with participants
- Increase knowledge of working with the formerly incarcerated population.

**Preferred Qualifications:**

- Must have strong knowledge of Microsoft Office Suite (Word, Excel, Outlook).
- Must be able to demonstrate attention to detail.
- Excellent organizational and interpersonal/communication skills.
- Must have a high level of sensitivity toward the population served by The Fortune Society and the ability to assist them without bias.

Additional Requirements

- Must be 18+ of age
- Must have personal laptop/computer with reliable internet connection
- Must be able to obtain clearance from Department of Corrections (DOC) for weekly/bi-weekly visits

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.