**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**: SRP Court Advocate Intern

**Type**: Intern, un-paid

**Department/Reports To**: Supervised Release Program (SRP) / Director, Court Operations

**Location:** In-Person (The Bronx: 215 East 161 Street, Bronx, NY 10451)

**Tentative Schedule:** 15-20 hours per week commitment (sometime Mon-Fri 9am-5pm and 5pm-10pm)

**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 Supervised Release Program works with participants engaged in Pre-Trial Supervision. The SRP Court Advocate Intern will facilitate the program referral process for pretrial release. The SRP Court Advocate Intern will review all available information about each potentially eligible client to determine the client’s Tier and Level. Once participants are enrolled in the program, they will provide written and verbal updates to the court including defense attorneys, Assistant District Attorneys, and Judges on a regular basis. This position is also responsible for providing court coverage to various Criminal and Supreme Court parts. This role offers a valuable opportunity to gain hands-on experience in a courtroom setting and contribute to Fortune’s mission and advocacy.

**Tasks / Primary Responsibilities**

* **Court Advocacy**: Collaborate with defense attorney to identify participants who will likely have bail, Supervised Release or remand set. Screen appropriate misdemeanors and felony clients to determine the tier and level at which the client will have to engage. Communicate with prosecutors, defense attorneys and other court staff about potential programs for the client. Provide written and verbal case updates to the court and other court staff as needed according to the compliance reporting requirements. Conference cases with defense attorneys under the supervision of the court advocate team.
* **Data Entry**: Accurately input case information, client details and legal documents into the court database/system. Ensuring that the communication system is up to date based on entries. Provide administrative support to court advocates by preparing reports, pulling data, and assisting in gathering necessary documentation for arraignments or court hearing. Collaborate with team members and court staff to address data discrepancies or information needs.
* **(Administration)** Assist in assigning Tier Reductions and ROR Requests to the Court Advocates. Review memos submitted for Tier Reductions and ROR Requests for accuracy, completeness and consistency. Communicate with supervisors, coordinators and directors as needed. Hand-deliver memos to the courtrooms Monday through Friday. Picking up the Judicial Action Sheets from the Hall of Justice building, scanning, sorting and emailing to compliance. Provide general office support, such as organizing client folders and keeping court advocate slips stocked.

**Learning Objectives:**

* Gain hands-on experience in court advocacy and case management.
* Develop communication skills necessary to build professional partnerships within the legal system.
* Increase knowledge of legal processes, court hearings, advocacy strategies and working with justice impacted population.
* Network with legal professionals and court personnel in a real-world setting.
* Enhancing your problem-solving and critical-thinking skills in an applied legal environment.

**Preferred Qualifications**:

* Knowledge of Microsoft Word and Excel. Ability to take minimal direction and multitask. Experience in an office environment and working with clients.
* Strong interpersonal and communication skills, with the ability to interact respectfully and empathetically with diverse populations without bias.
* Excellent organizational skills and attention to detail.
* Ability to work effectively in a fast-paced environment and adapt to changing priorities

**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.*