



2026 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: Employment Services Department Generalist Intern

Type: Intern, un-paid, In-Person

Location: 29-76 Northern Blvd, Long Island City, 11101

Tentative Schedule: 12-15 hours per week commitment (sometime Mon-Fri 9am-5pm)

Position Summary: The Employment Services Department Generalist Intern will support the department with various administrative and operational duties to ensure programs/services are running efficiently.

Tasks / Primary Responsibilities

- Follow up with participants referred to Employment Services and collect/distribution information. Help with daily administrative tasks. Identifying relevant job openings, presenting qualified candidates.
- Assisting clients in crafting compelling resumes and practicing interview skills.
- Providing guidance on career pathways, job market trends, and decision-making.
- Offering on-the-job support to participants to ensure successful transition and retention. Building relationships with employers to understand their hiring needs and advocate for clients.

Learning Objectives:

- Learn Workforce Development Roles in the nonprofit sector.
- Learning the skill of building relationships with Employer partners
- Gaining a rapport with participants while increasing knowledge of working with the formerly incarcerated population.
- Acquire database management skills in a professional setting.

Requirements / Qualifications:

- Must be 18+ of age
- Knowledge of Microsoft Word and Excel. Ability to take minimal direction and multitask. Previous experience with customer service.
- 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.

To Apply: Submit an online application at <https://fortunesociety.org/volunteer-or-intern-with-us/>.

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