



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: HR Administrative Intern

Type: Intern, un-paid, In-Person

Location: 29-78 Northern Blvd, Long Island City, NY 11101

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

Position Summary: The goal of the HR Administrative Intern is to provide support to the Human Resources department by carrying out various administrative duties and ensuring the department's daily activities is running efficiently. The aim of this internship is to train and share knowledge of the human resources field of work.

Tasks / Primary Responsibilities:

- Update our internal databases with employee information.
- Data entry, filing, and auditing of physical and electronic documents.
- Create and copyedit documents (including organization policies, 1-pgr info sheets, etc) and PowerPoint presentations (for trainings).
- Attend meetings with HR staff and take effective notes.
- Conduct internal outreach and create a credentialed staff list (CASAC, MSW, etc).
- Other administrative tasks as needed.
- Projects involving data analysis of HR reports are possible if interested and with prior academic training. Possible public speaking opportunities will be available if interested.

Learning Objectives:

- Learn how an HR department in the nonprofit sector runs
- Enhance ability to be an effective team player at the HR department
- Develop communication skills to establish connections with staff agency-wide
- Increase knowledge of understanding and working with the formerly incarcerated population

Requirements / Qualifications:

- Must be 18+ of age
- Must be enrolled in a Bachelor's or Master's program with a concentration in Human Resources, Organizational/Industrial Psychology or Business Administration preferred.
- Detail-oriented, well-organized, and able to set priorities under pressure.
- Proficient in Microsoft Office (Word, Excel, PowerPoint). Experience using Canva.
- Ability to take initiative, work independently and possess good follow-up skills.
- Bonus: skilled in data analysis for special projects.
- Bonus: public speaking skills and an interest in giving presentations.

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.