



## **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:** Property Management Admin Intern

**Type:** Intern, Un-paid, In-Person

**Location:** 625 W 140<sup>th</sup> Street, New York, NY 10031

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

### **Position Summary:**

As an Admin Intern, you'll play a key role in supporting The Fortune Society's Property Management team while gaining hands on experience in a mission driven nonprofit environment. You'll help organize and manage essential paperwork, assist with data entry, and upload documents into our database to support accurate tracking of departmental performance. You'll also streamline daily operations by organizing key boxes and creating more efficient systems for accessing and tracking keys across our sites. This internship is an excellent opportunity to build practical skills in data organization, project coordination, and operational systems, all highly valuable for emerging professionals interested in Public Administration, Project Management, Data Analytics, or Organizational Psychology.

### **Tasks:**

- Help review and update lease records in the Property Management database, ensuring all files are current and documenting any that require updates.
- Upload and organize HQS (Housing Quality Standards) documents for each property, while tracking which files need follow up or renewal.
- Help maintain accurate TRCW documentation by verifying that all tenant records are complete, current, and properly stored in the database.
- Sort, categorize, and archive Property Management documents by contract and year to create a more efficient and accessible filing system.

### **Learning Objectives**

Acquire practical experience in data organization and project/data management within a fast-paced nonprofit property management environment. Learn how data is collected, maintained, and utilized to support property management functions.

### **Requirements / Qualifications:**

- Must be 18+ of age
- Bilingual in Spanish is a bonus



**The Fortune Society**  
BUILDING PEOPLE, NOT PRISONS

- 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

**To Apply:** Submit an online application at [fortunesociety.org/volunteer-or-intern-with-us/](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.*