



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: SRP Community Engagement Intern

Type: Intern, un-paid, In-Person

Locations:

215 East 161st Street, Bronx, NY 10451

And/or 502 East 163rd St Bronx, NY 10451

And/or 3230 Third Avenue, Bronx, NY 10451

Tentative Schedule: 16 hours per week commitment (sometime Mon-Fri 9am-5pm)

Position Overview: The Community Engagement Intern will support Fortune's community engagement team with administrative tasks, and client engagement and support. This role will provide an excellent opportunity to learn more about reentry services, community outreach, and the challenges faced by formerly incarcerated individuals. We are seeking a dedicated and motivated intern to join our team, supporting our case management and community engagement efforts. This position will provide valuable hands-on experience in reentry services and community outreach, while helping us achieve our mission of promoting social justice and reentry success.

Key Responsibilities:

- **Community Engagement:**
 - Support in the planning and coordination of community outreach events and initiatives.
 - Assist with communication efforts, including preparing and distributing educational materials to community members.
 - Attend and help facilitate community meetings, supporting the organization's outreach efforts to local partners and stakeholders.
 - Provide assistance with outreach to community organizations, service providers, and local businesses to build and maintain connections.
- **General Administrative Support:**
 - Assist with office tasks, including filing, phone calls, and other administrative duties as needed.
 - Provide support for team projects to ensure the smooth operation of daily activities.
- **Case Management:**
 - Assist in maintaining accurate records and updating client case files.
 - Conduct intake screenings and assist in gathering necessary documentation from clients.



- Support case managers with scheduling appointments and tracking client progress.
- Help with preparation and follow-up on service plans for clients.
- Provide administrative support, such as data entry, organizing files, and preparing client correspondence.

Learning Objectives:

- Learn people management skills in the nonprofit sector.
- Develop communication skills necessary to build professional relations with participants. Enhance the ability to be an effective team player.
- Increase knowledge of working with justice impacted population.
- Learn how to multitask while maintaining a high degree of customer service.

Requirements / Qualifications:

- Must be 18+ of age
- Exceptional customer service skills with a welcoming, friendly, and compassionate demeanor.
- Ability to take direction and follow instructions effectively.
- Proficiency in Microsoft Word and Excel.
- Strong interpersonal and communication skills, with the ability to engage respectfully and empathetically with individuals from diverse backgrounds.
- Excellent organizational abilities, attention to detail, and problem-solving capabilities.
- Ability to thrive in a fast-paced environment and adjust to shifting priorities.
- Capability to work independently as well as collaboratively within a team.
- A genuine passion for supporting formerly incarcerated individuals and advocating for social justice.
- Prior experience in social services, community outreach, or case management is a plus, but not required.

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.