

HEART OF FLORIDA UNITED WAY
POSITION DESCRIPTION

TITLE: Community Impact Intern
REPORTS TO: Director of Community Impact
DEPARTMENT: Community Impact
FLSA: Non-Paid Internship

POSITION OBJECTIVE:

Works with the Director of Community Impact and/or assigned Community Impact Manager to staff the Heart of Florida United Way Funding Processes, Orange County/City of Orlando Citizens' Review Panel Process (CRP), and/or the City of Kissimmee and Osceola County Competitive Funding Process (CFP).

- Reviewing letters of intent, funding proposals and/or funding applications for quality and content.
- Performing specific agency relations and funding process activities such as site visits, question and answer sessions, workshops, trainings and technical assistance.
- Recording and developing meeting notes for all funding process activities.
- Maintaining contact with agencies and documenting contacts as necessary.
- Working with volunteers, to include coordinating volunteers on panels and acting as liaison between panel volunteers and agencies as necessary.
- Working with other departments of United Way, to include United Way 2-1-1, as assigned.
- Performing other duties as assigned.

EDUCATION AND EXPERIENCE:

- Enrolled in Bachelor's level program in the area of Behavioral or Social Services, Public Administration, Business Management, Organization Development, or equivalent. Master's level student preferred.
- Strong existing computer skills with Microsoft Office, statistical software, and general Internet and electronic communications.
- Excellence in communications, including oral, written and verbal.
- Demonstrated organizational, follow-up, analytical and problem solving skills.
- Demonstrated computer skills including word processing, database and publishing software.

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time, bending to file, lifting approximately 20 pounds, regularly moving between building and floors, and traveling to outside meetings. Reliable transportation required. Job involves frequent and routinely public contact as well as protracted concentration under conditions which can be described as extremely fast-paced on a routine basis.

EMPLOYER'S RIGHTS:

The above information on this description has been designed to indicate the general nature and level of work performed by employee within this classification. This job description does not list all the duties of the job. You may be asked by management to perform other duties. You will be evaluated in part based on your performance of the tasks listed in this job description.

The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

For more information, please contact:

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