

HEART OF FLORIDA UNITED WAY
POSITION DESCRIPTION

TITLE: Community Impact Intern
REPORTS TO: Manager, Data Services
DEPARTMENT: Community Impact
FLSA: Non-Paid Internship

POSITION OBJECTIVE:

Works with the Manager, Data Services in Client Database in the areas of Community Impact and Resource Development. Assists with reporting, data structures, data entry, and training materials.

- Create SQL queries and reports.
- Create data warehouses.
- Assist with new process development, as well as training.
- Work with Community Impact staff in providing necessary information for fund distribution process.
- Assist in Data Quality Management,
- Working with other departments of United Way, to include Resource Development
- Performing other duties as assigned.
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- **EDUCATION AND EXPERIENCE:**
- Enrolled in Bachelor's level program in the area of Computer Science, Information Systems, Computer Engineering Technology,. Master's level student preferred.
- Strong existing computer skills with Microsoft Office including Access, and proficiency in SQL, and general Internet and electronic communications.
- Excellence in communications, including oral, written and verbal.
- Demonstrated organizational, follow-up, analytical and problem solving skills.

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.