

**HEART OF FLORIDA UNITED WAY
INTERN POSITION DESCRIPTION
SUMMER 2009**

TITLE: Loaned Executive Development Intern
REPORTS TO: Resource Development Manager
DEPARTMENT: Resource Development
FLSA: non-paid, 20 hours/week; schedule flexible

POSITION OBJECTIVE:

What is the Loaned Executive (LE) program? High profile Central Florida businesses who has partnered with HFUW to donate the time and talent of their staff to assist HFUW with its campaign goals. These emerging leaders or “Loaned Executives” work with HFUW to meet its yearly fundraising goals. The LE Development Intern will work to coordinate events with the LE Program.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

This intern position offers the opportunity to work with both sides of the campaign and assist Resource Development managers with:

- Editing, revising and updating training materials
- Event/Logistical planning of trainings and meetings
- Budget analysis for events
- Meet with HR and Public Relations individuals
- Research Best Practices

INTERN BENEFITS:

- Exposure to community leaders and businesses
- Opportunity to meet with local corporate decision makers
- Leadership training/ Business development

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time; bending, regularly moving between buildings and floors, regular use of the telephone, copier, fax and computer. Reliable transportation required. Job involves frequent and routinely intense public contact as well as protracted concentration.

EDUCATION AND EXPERIENCE:

- Requires strong organizational, follow-up, analytical, and problem solving skills.
- Requires excellent verbal and written communication skills and good interpersonal skills demonstrated through consistent working relationships with fellow employees, phone interchange, and demonstrated dependability.
- Requires ability to edit, proofread, complete and assemble reports, and the ability to operate standard office equipment; i.e. copiers, fax, telephone, computer and calculator.
- Requires knowledge of computer applications (including Microsoft Excel, Word, and Outlook) and use of internet.