

HEART OF FLORIDA UNITED WAY
POSITION DESCRIPTION

TITLE: Prosperity Campaign of Central Florida Intern
REPORTS TO: Brittany Richards, Senior Manager of Community Investment
DEPARTMENT: Community Investment
DATES: September 2010 – March 2011
FLSA: Part-time Non-Paid Internship

POSITION OBJECTIVE:

Works with the Senior Manager of Community Investment to support the Prosperity Campaign of Central Florida, a community outreach campaign that promotes the Earned Income Tax Credit and free tax preparation services in Seminole, Orange and Osceola counties. The Prosperity Campaign of Central Florida Intern will assist the Manager with the following duties:

- Plan and execute training sessions and special events, including inviting participants, managing responses, and arranging logistical details (i.e., room reservations, food, materials, etc.).
- Schedule informational sessions with local companies, nonprofit organizations, and government agencies.
- Conduct informational and training presentations.
- Coordinate and manage communications with campaign partners and program participants.
- Maintain relationships with current campaign partners and recruit new community partners.
- Manage requests for campaign materials.
- Recruit and/or manage internal and external volunteers, including volunteer tax preparers to serve at Volunteer Income Tax Assistance (VITA) sites.
- Perform 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, Microsoft Excel, and general Internet and electronic communications.
- Excellence in communications, including written and verbal.
- Demonstrated organizational, follow-up, analytical and problem solving skills.
- Demonstrated public-speaking skills.
- Familiarity with income taxes and/or Earned Income Tax Credit preferred.

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 routine 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.