

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



TITLE: Mission United Coordinator
REPORTS TO: Mission United Manager
DEPARTMENT: Community Services
FLSA: Intern (Part-Time/10-15 hrs. per week, not paid)

POSITION OBJECTIVE:

Mission United is a community collaboration to streamline the access to programs/services for veterans and their families in Central Florida. Coordinator will conduct outreach activities to educate veterans and community partners. The Coordinator will report to the Program Manager within the community services department. Responsibility for this role will grow as experience dictates, increasing interactions as knowledge and skills develop.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Participate in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Establish links and working relationships with appropriate service providers/community agencies.
- Collaborate with internal departments to ensure communication and coordination of outreach and program development efforts.
- Participate in department and MU council and subcommittee meetings, as well as regular supervision meetings.
- Work closely with the Program Manager to formulate and submit regular reports/briefings.
- Assists in tracking, organizing and ordering collateral and education materials and giveaways.

PHYSICAL DEMANDS:

Physical demands include sitting or standing for extended periods of time, bending, occasional lifting of items weighing up to approximately 25 pounds, regularly moving throughout the building between floors, traveling to outside meetings, regular use of the telephone, copier, fax and computer. Job involves frequent and routinely intense public contact as well as protracted concentration. Reliable transportation and valid driver's license required. Must be willing to travel up to within the Orange, Osceola and Seminole Counties in Florida.

EDUCATION AND EXPERIENCE:

- Knowledge and comfort with diverse military veteran populations, including branches, components, male and female, various ethnicities, eras of service and socioeconomic backgrounds.
- Must be comfortable with public speaking and presentations (briefings).
- Intermediate proficiency with Microsoft Excel, Word and PowerPoint.
- Must be willing to work occasional evenings and weekend for larger scale events.
- Must possess a valid and current driver's license, automobile insurance, and have reliable transportation.
- College preferred, High School Diploma/GED required.
- Excellent listening, oral communication and public speaking skills required.
- Must be able to take initiative, demonstrate leadership, work inter-dependently and produce consistently high quality work.
- Military veteran or military dependent preferred.

HOW TO APPLY:

Visit: <http://www.hfuw.org/employment/> and scroll down to the “HFUW Internship Opportunities” and click the **Intern/Volunteer Application**. Please complete **the Intern/Volunteer Application** form and submit it by email to VolunteerCenter@hfuw.org, along with a copy of your resume and a cover letter.

If you have any questions or would like further information, please contact the Volunteer Resource Center at 407-429-2127 or email us at volunteer.center@hfuw.org