

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



**TITLE:** EHS Assistant  
**REPORTS TO:** Senior Director, Community Investment  
**DEPARTMENT:** Community Investment / Emergency & Homelessness Services  
**FLSA:** Intern / Volunteer; Unpaid Position

**POSITION OBJECTIVE:**

Works under the general direction of the senior director of community investment to provide various case management, administrative, and/or computer-system tasks related to successful coordination of emergency services funding and programs.

**PRIMARY JOB RESPONSIBILITIES/DUTIES:**

- Provide clerical support to the Emergency & Homelessness Services (EHS) Team.
- Developing, organizing and maintaining hard copy office files.
- Assist with the review and processing of Emergency Fund Network (EFN) applications for temporary financial assistance as requested.
- Access, input, and retrieve information from the MAACLink (CMS) software information system as requested.
- Provide statistical reports, word processing, duplication and distribution of memorandums, reports correspondence, brochures and training materials as necessary.
- Assist with coordination and development in tracking and reporting of Community Investment and EHS goals and outcomes indicators.
- Perform other duties as assigned.

**PHYSICAL DEMANDS:**

Physical demands include sitting for extended periods of time, possible bending and lifting approximately 25 to 30 pounds; regularly using the telephone and regularly moving between floors. Reliable transportation required. Job involves frequent and routinely intense public contact and protracted concentration.

**EDUCATION AND EXPERIENCE:**

- High school diploma or GED required. Associate Degree or equivalent experience preferred.
- Work requires strong reading, writing and proofreading skills. Must be able to edit, complete and assemble reports.
- Strong public speaking and communication skills.
- Strong organizational and time management skills; ability to prioritize competing priorities.
- Strong critical thinking and problem solving skills; sound judgment.
- Ability to work in an extremely busy environment.
- Proficiency with Microsoft Office products including Word, Excel, Outlook, and other relational databases required.
- Ability to type a minimum of 40 wpm.
- Ability to compute basic mathematical functions.

**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](mailto: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](mailto:volunteer.center@hfuw.org)