

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



**TITLE:** Grants and Contracts Intern  
**REPORTS TO:** Director Grants Administration  
**DEPARTMENT:** Community Investment  
**FLSA:** Intern (Part-Time/12+ hours per week, not paid)

**POSITION OBJECTIVE:**

To assist the Director of Grants Administration with researching grant opportunities in support of current internal programs aligned with Education, Income, Health and Basic Needs; following up with program staff for information needed to prepare grant proposals and to create required reports; and assisting with tracking funds and deliverables to comply with contract requirements.

**PRIMARY JOB RESPONSIBILITIES/DUTIES:**

- Create prospect spreadsheet of selected funding sources/opportunities
- Capture reports and data from sources identified by Grants Administration
- Update reports calendar and notify appropriate program staff
- Support efforts to propose funding for internal programs
- Maintain electronic and paper contract files as directed by Grants Administration
- Other duties, as assigned

**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, PowerPoint, and Outlook) and use of internet.

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)