

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



TITLE: IT INTERN
REPORTS TO: Chief Information Officer
DEPARTMENT: Information Technology
FLSA: Intern (non-paid, min 20 hours/week; schedule flexible)

POSITION OBJECTIVE:

To assist with the development of our donor database utilizing Andar software and our web portal.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Works closely with management to prioritize goals and information needs.
- Update webpage and design, including- HTML, CSS, JavaScript.
- Perform minor assistant with technical equipment and arrange for other servicing needs.
- Support PC hardware components, desktop operating system software, and application software.
- Perform data entry in Excel and other software systems.
- Installing and configuring computer hardware operating systems and applications.
- Investigating, diagnosing and solving computer software and hardware faults.
- Perform 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 knowledge of HTML CSS, JavaScript and PC applications (including Microsoft Excel, Word, and Outlook) and use of internet.

If you have any questions or would like further information, please contact the Volunteer Center at 407-849-2373 or volunteer.center@hfuw.org.