

HEART OF FLORIDA UNITED WAY
POSITION DESCRIPTION

TITLE: Ryan White Intern
REPORTS TO: Program Director – Ryan White
DEPARTMENT: Finance
FLSA: Intern (Part Time 10-25 hours)

POSITION OBJECTIVE:

Intern will work with the Ryan White Program to assist with general program planning and evaluation, including proposal/application process, quality management, contract preparation, and needs assessment/resource allocation process. Individual will also assist with support and staffing of the Central Florida HIV Planning Council and participate in the annual funding allocation process.

PRIMARY JOB RESPONSIBILITIES/DUTIES:

- Assist with the administration and facilitation of agency sub-contracts.
- Work with current staff to ensure agencies are in compliance with contract deliverables and requirements.
- Assist in monitoring agency sub-contract budgets/spending patterns.
- Facilitate consumer survey process including preparation of final reports.
- Participate in agency monitoring process.
- Assist the program director in the facilitation and planning of Council and committee meetings.
- Participate in priority setting, needs assessment and funding application processes.
- Assist with preparation and completion of program reports as required by the contract.
- Develop knowledge of fiscal requirements and processes.
- Attend and participate in community HIV planning meetings.
- Undertake special projects.
- Perform other duties as assigned.

Intern Benefits:

- Gain experience in the administration of a public health program.
- Exposure to stakeholders and leaders in the HIV health care community
- Develop meeting facilitation and presentation skills.

PHYSICAL DEMANDS:

Physical demands include sitting and/or standing for extended periods of time; bending, lifting approximately 25 to 30 pounds, regularly moving between buildings and floors,

traveling to outside meetings, regular use of the telephone, copier, fax, calculator and computer. Reliable transportation required. Job involves frequent public contact as well as protracted concentration and critical thinking skills.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

- Bachelor's degree (can be currently pursuing) in social services, public administration, public health, or business administration or equivalent preferred.
- Knowledge of computer applications using Microsoft Excel, Word, and Outlook.
- Analytical, critical thinking and problem solving skills.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work flexible hours.

DISCLAIMER:

The above information has been designed to indicate the general nature and level of work performed by individuals within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required to do this job.