

POSITION DESCRIPTION

Summer Intern



COMPANY:	Family Healthcare Foundation
JOB TITLE:	Summer Intern
REPORTS TO:	Quality Assurance and Logistics Coordinator
LOCATION:	Tampa Bay, Florida; Hybrid-position
EMPLOYMENT TYPE:	Part-time
FLSA STATUS:	Hourly; Non-Exempt
COMPENSATION RANGE:	\$16.00-\$18.00/hour

The **Summer Intern** is responsible for attending community events to promote the Family Healthcare Foundation and/or conduct additional outreach activities as identified.

Key Responsibilities

- Represent the Family Healthcare Foundation at community events around Tampa Bay during the Back-to-School Season (June – August 2024).
- Speak on behalf of the Family Healthcare Foundation at tabling events that provide community resources to Tampa Bay families.

Knowledge & Experience:

- Customer-service experience preferred.
- Bachelor's degree preferred.

Competencies:

- **Personal and Interpersonal Skills:** ability to build effective relationships and foster collaboration.
- **Ability to Deal with Ambiguity:** effectively cope with change and comfortably handle risk and uncertainty.

Other Skills:

- **Information Technology:** Functional knowledge of the use of a computer.
- **Operations:** Skilled in program management and grants administration.
- **Communication:** Excellent listening skills with patience and a positive attitude. Committed to the organization and its people.
- **Professionalism:** Positive outlook with a professional presentation and attitude.
- **Comfort Level:** Comfortable working with people having physical, intellectual, and emotional disabilities.

Level of Physical Ability and Demands: Medium (M). Exerting a maximum weight of 25 pounds. Consistently experiencing either minimal or negligible quantities. Activities may occur outdoors during the summer in Tampa Bay.

The **Summer Intern** is expected to work both on and off-site and attend various events, meetings, and functions.