Grants and Compliance Internship

Qualifications:
Student of Nonprofit Management, Public Administration, Communications, or related field.

Summary/Objective:
Provides support to the Grants and Compliance Officer in executing activities related to researching and tracking grant funders having the potential to support Habitat Greater Orlando's programs and services.

Office Location:
4116 Silver Star Rd. Orlando, FL 32808

Type:
Volunteer/part time. Minimum 2 days per week, 4 hours per day

Skills Required:

- Ability to navigate web-based databases, including using menu-based filters to extract and export specific sets of data
- Proficient in Microsoft Office Suite applications such as Word and Excel
- Comfortable working autonomously and as part of a team
- Excellent written and verbal communication
- Organized and dependable

Specific Responsibilities/Essential job functions:

- Use web-based databases (i.e., Foundation Directory Online, Hoover's Company Profiles, Reference USA and more) to research and qualify potential funders
- Export data files from databases as convertible files (i.e., csv)
- Using extracted data files, create master spreadsheets with information about potential funders
- Assist with maintaining master spreadsheets and tracking information and activities
- Assist Grants and Compliance Officer with other administrative tasks related to prospect research and recordkeeping

Habitat for Humanity of Greater Orlando partners with people in the community to build or improve homes. Habitat homeowners help build their own homes alongside volunteers, and pay an affordable mortgage. The program assists Habitat homeowners to achieve the strength, stability and independence they need to build a better life for themselves and for their families.

To Apply:
Please send resumes and cover letters to internship@habitatorlando.org, All resumes will be reviewed upon receipt.

HGO is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.