



Adoption Agency Support Coordinator Volunteer / Internship Position

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in Eugene, Oregon. AFFEC'S mission is to find loving, permanent families for every waiting foster child.

JOB SUMMARY:

AFFEC is looking for someone who can help the agency plan its ongoing series of bi-monthly family support meetings.

RESPONSIBILITIES:

Under the supervision of the Adoption Agency Coordinator, the volunteer/intern will:

- Compile a list of topics that would provide helpful information to families that have chosen to parent a child from the foster care system.
- Create a yearly calendar with the intent to schedule speakers for each family meeting
- Reach out to local resources/community partners to schedule dates to speak or provide information at the family support meetings

EDUCATION NEEDED:

- To be working towards a degree in Human and Family services or psychology.
- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Experience using Microsoft Excel and PowerPoint programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines
- To feel comfortable doing outreach, communicating with local services.

PERSONALITY BEST SUITED FOR THIS POSITION:

Outgoing, able to engage community partners

SCHEDULE:

Minimum commitment: hours a week

Hours per week; 3-4 hours per week

Days of the week; 1-2 days per week

Tasks may or may not be able to be performed from home office.

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org 541-343-2856