



Adoption Policy Researcher Volunteer/Intern 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 research the adoption policies of various states.

INTERN RESPONSIBILITIES:

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

- Research adoption policies of states that we can partner with for adoptions
- Create a manual with a breakdown of the policies, contacts for adoption services
- What is required to create a contract or partnership?
- Compile needed items to apply for partnerships/contracts

SKILLS/QUALIFICATION REQUIRED:

- 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
- Ability to understand verbiage of contracts

EXPERIENCE OR SPECIAL SKILLS DESIRED:

It is not required but knowledge of laws, policies and procedures working with government agencies.

SCHEDULE:

Minimum commitment: 4 hours a week

Days of the week: 2- 5

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

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