



Agency Marketing Specialist
Intern/Volunteer Job Description

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 somebody to market the agency in a way that engages more families connect with our agency to start the adoption process.

RESPONSIBILITIES:

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

- Research and understand the best way to create awareness to potential adoptive families
- Engage with community partners who support our mission to provide awareness
- Create a marketing plan using available resources

EDUCATION NEEDED:

Knowledge of marketing, nonprofit management, business management.

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

EXPERIENCE OR SPECIAL SKILLS DESIRED:

The ability to think from a non-profit basis.

SCHEDULE:

Minimum commitment: 3 hours per week

Hours per week – 3 to 20 hours

Days of the week – 1 to 5

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

CONTACT:

Volunteer Coordinator info@afamilyforeverychild.org phone number