



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Blog Coordinator/Monitor
Intern/Volunteer Job Description

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in the Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

JOB SUMMARY: Help build the different areas of our Blog to include all our programs. Monitor on a regular basis, work with Families to engage them and add their blogs. Incorporate it into our web site, social media and out reach to create awareness of the blog to support other families.

INTERN RESPONSIBILITIES:

Under the supervision of the Christy Obie-Barrett, the intern will:

- A. Evaluate our existing blog, other adoption support blogs, and write up options present to ED
- B. With ED, decide on elements to add/improve on our blog, to pursue
- C. Create a Marketing Plan and time line,
- D. Outline Web work needed to do, and process for completing, who and when
- E. Design Marketing outreach to Families to create and engage families
- F. Create Web, newsletter, targeted emails, PSA, targeted emails to do outreach, make sure our blog is well represented on all our social media channels and web sites.
- G. Monitor blog posts on a regular/daily basis
- H. Execute plan, work through barriers, evaluate, next steps

EDUCATION NEEDED: Experience with blogging

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
- Blogging experience

PERSONALITY BEST SUITED FOR THIS POSITION: detail orientated, committed, follow through

EXPERIENCE OR SPECIAL SKILLS DESIRED: Web skills, ability to work through barriers, blogging experience

SCHEDULE:

9 hours a week-minimum

Several days a week-regular monitoring of blog

CONTACT: Christy Obie-Barrett, Christy@afamilyforeverychild.org, 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____