

INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Child Recruiter for our Public Web site
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: Work with ED to make an outreach recruitment plan to engage other states Caseworkers, recruiters, Heart Galleries, photo listings and others. The objective is to build relationships with other to build our public child listing web site and recruit for more children Nationwide.

INTERN RESPONSIBILITIES:

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

- Develop an outreach plan, and timeline
- Develop processes for contacting, and follow up. Enter all contacts in the data base with a follow up plan
- Develop a check list for getting kids on the web site, bio created, best images possible
- Identify barriers, game plan solutions
- Make a plan to use our web site, social media and targeted email outreach to make new contacts.
- Build email templates, press releases, PSA's and other marketing tools
- Carry out follow up, Evaluate plan, thank all new partners, enter all data
- Make plan for next steps

EDUCATION NEEDED: depends on the person

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
- Phone and email skills

PERSONALITY BEST SUITED FOR THIS POSITION: out going, driven, dedicated, confident, good on the phone

EXPERIENCE OR SPECIAL SKILLS DESIRED: Team player, attention to detail, follows through

SCHEDULE:

3-6-9 month commitment, on going project

3-6-9 hours a week

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____