



Child Recruiter Volunteer/Intern Position

AGENCY DESCRIPTION:

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

JOB SUMMARY:

Work with Executive Director to make an outreach recruitment plan to engage caseworkers in other states, Heart Galleries and photo listings. The objective is to build relationships with others, build our public child listing website and recruit for more children nationwide.

RESPONSIBILITIES:

Under the supervision of the Executive Director, the volunteer/intern will:

- Develop an outreach plan and timeline
- Develop processes for contacting and follow-up. Enter all contacts in database with a follow-up plan
- Develop a checklist for putting kids on website with biographies and best photo possible
- Identify barriers and a solution
- Make a plan to use our website, social media and targeted email outreach to make new contacts
- Build email templates, press releases, PSA's and other marketing tools
- Make plan for next year

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skill with the ability to communicate with diverse populations
- Computer skills/ data entry
- Experience using Microsoft Excel and PowerPoint
- Well organized with attention to detail and ability to complete tasks independently
- Ability to make deadlines
- Phone and email skills

PERSONALITY FOR POSITION:

Outgoing, driven, dedicated, confident, phone skills

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Team player, attention to detail and follow-through

SCHEDULE:

- 3-6-9 month commitment/ continuous
- 3-6-9 hours per week

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