



Data Entry Specialist Volunteer/Intern Position

AGENCY DESCRIPTION:

AFFEC is a non-profit organization located in Eugene, Oregon. AFFEC's mission is to find loving and permanent families for every waiting foster child

JOB SUMMARY:

AFFEC is looking for someone who can help maintain correspondence between the agency and the venues and venue volunteers that support the Heart Galley Program.

RESPONSIBILITIES:

Under the supervision of the Heart Gallery Program Coordinator the volunteer or intern will:

- Connect via email with our venues and venue volunteers to make sure all venues stay maintained

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills with the ability to communicate with diverse populations
- Computer skills/ data entry
- Ability to meet deadlines

SCHEDULE:

Minimum commitment is 2-3 hours per month. Volunteer needs to come in bi-weekly.

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