



Database Manager Volunteer/Intern Position

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 someone to support the agency with various database management projects. Particular emphasis will be placed on the use of Salesforce applications. If the volunteer/intern effectively carries out the tasks and needs of the organization, they may be considered for subcontract work in the future.

RESPONSIBILITIES:

Under the supervision of the Executive Director and Database Director the volunteer/intern will:

- Assist the Salesforce Administrator with various tasks related to our database. eg; data entry, clean-up projects, create reports, and database customization.
- Explore other potentials of Salesforce and how we can make the database more efficient and work better for us.

EDUCATION NEEDED:

No formal education needed.

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills
- Experience with database programs.
- Experience using Microsoft Excel, Word and PowerPoint
- Well organized with attention to detail and ability to carry out tasks independently

TRAITS BEST SUITED FOR THIS POSITION:

Attention to detail, good organizational skills, flexibility, teamwork, written communication skills, the ability to work without supervision.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Strong computer skills and experience with Salesforce or other database programs preferred.

SCHEDULE:

We can be flexible with scheduling, but needs to be consistent and a minimum of 1-2 term commitment.

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