



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Director Assistant**  
**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:**

An assistant supervisor helps organize and guide a company's employees and works directly with the Matching Assistance Director to help promote, strengthen and to develop our Matching Assistance Program.

**INTERN RESPONSIBILITIES:**

Under the supervision of Jennifer Hancock, the intern will:

- Work closely with Matching Assistance Director assisting in daily operation of Matching Assistance Program.
- Motivate staff and get it to work as a team.
- Assistant supervisors lead by example, often performing many of the same tasks of the staff, taking charge when the Director is off the clock.
- Must be able to multitask, and perform a wide variety of duties.
- Assist in supervising all areas of the program, utilizing daily
- Maintain confidentiality

**EDUCATION NEEDED: High school diploma or Equivalent**

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Strong communicators with outstanding leadership skills
- Excellent writing skills
- Computer skills/Data entry
- Well organized with attention to detail and ability to carry out tasks independently

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

- Need to be able to follow the instructions of the Matching Assistance Director
- Basic computer skills
- Ability to convey information to people, verbally and in writing, in such a way that it can be understood.
- Ability to work with others on a combined task, make contributions and take shared responsibility for the outcome.
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**SCHEDULE:**

Hours: 15 hours week

**CONTACT:** Jennifer Hancock, 1-877-343-2856

**ASSIGNED TO** \_\_\_\_\_

**DATE ASSIGNED** \_\_\_\_\_

**DATE ENDING/COMPLETED IF ONE** \_\_\_\_\_