



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Events-Dining Fundraiser**  
**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:** 12 Weeks of Dining In Eugene/area to Support AFFEC (think of better name for Event).

Coordinating a period of weekly restaurant deals that give a percentage to AFFEC when our supporters eat there. Preferably in the winter months. Places like Papa's Pizza, mucho gusto, Dickie Joe's, Sweet Cheeks and more.

**INTERN RESPONSIBILITIES:**

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

- A. Contact Restaurants find largest contributors, enter all contacts in Data base
- B. Plan Calendar, select Restaurants
- C. Plan Marketing Calendar and campaign
- D. Build email templates, press releases, PSA's and other marketing tools
- E. Carry out Event

**EDUCATION NEEDED:**

Event experience, experience contacting donors/sales

**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

**PERSONALITY BEST SUITED FOR THIS POSITION:** out going, driven, dedicated

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

**SCHEDULE:**

3-6 month commitment

4-6 hours a week

Until Event is over and all donors are thanked, all data is recorded

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

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

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

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