



## **Events-Dining Fundraiser Coordinator 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:**

AFFEC is looking for somebody to coordinate a period of weekly restaurant deals that give a percentage to AFFEC when our supporters eat there.

### **INTERN RESPONSIBILITIES:**

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

- Contact restaurants, find largest contributors and enter all contacts in database
- Plan calendar and select restaurants
- Plan marketing calendar and campaign
- Build email templates, press releases, PSA's, and other marketing tools
- Carry out event

### **EDUCATION NEEDED:**

Event experience, experience contacting donors

### **SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills and the ability to communicate with diverse populations
- Computer skills/ data entry
- Experience using Microsoft Excel and PowerPoint
- Well organized with attention to detail and the ability to complete a task independently
- Ability to meet deadlines

### **PERSONALITY BEST SUITED FOR THIS POSITION:**

Outgoing, driven and dedicated

### **EXPERIENCE OR SPECIAL SKILLS DESIRED:**

Team player, attention to detail, follow-through

### **SCHEDULE:**

- 3-6 month commitment
- 4-6 hours per week until event is over

### **CONTACT:**

Coordinator at [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) or 541-343-2856

Volunteer