



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Family Adoption Specialist**  
**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:** As a Family Adoption Specialist you will be a representative for A Family For Every Child while working with families through the adoption process. You will need to be supportive, empathetic, diligent and proactive during this time. You can expect to help answer questions for these families, search and communicate with other agencies for children that may be a good match, as well as communicate with our Matching Assistance Director frequently.

**INTERN RESPOSIBILITIES:**

Under the supervision of Jennifer Hancock, the intern will:

- A. Support your family through their adoption journey. Staying in weekly contact with your families.
- B. Conduct eight monthly child searches on family behalf
- C. Available to help answer questions about the adoption process including submission, selection, and placement.
- D. Help find contact information and complete follow up on children a family has submitted their homestudy for.
- E. Keep family data updated and complete

**EDUCATION NEEDED:** None/Training is provided

**SKILLS/QUALIFICATION REQUIRED:**

- You will need to be supportive, empathetic, diligent and proactive.
- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Well organized with attention to detail and ability to carry out tasks independently
- Strong sense of customer service
- Ability to commit to at least six months weekly contact with families

**PERSONALITY BEST SUITED FOR THIS POSITION:** Someone who has the ability to organize and present their thoughts coherently trough the written or spoken word, and gets along well with people, is receptive and capable of handling change

**EXPERIENCE OR SPECIAL SKILLS DESIRED:** Ability to show compassion and empathy to families struggling with the adoption process.

**SCHEDULE:**

Weekly/daily contact with families  
At least 5 hours week per family  
Weekly updates to Matching Assistance Director

**CONTACT:** Jennifer Hancock 541-343-2856

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

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

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