



**Social Media Intern**  
**A Family For Every Child/ Heart Gallery**

**Facebook Specialist**

**AGENCY DESCRIPTION:**

AFFEC is a nonprofit organization located in central Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

**JOB SUMMARY:**

Facebook is one of the most important social media tools today, and AFFEC is looking for an intern to help develop and run its Facebook page. There are many opportunities to reach a wide variety of Facebook users, and AFFEC needs somebody who is willing to utilize all available social media tools.

**INTERN RESPOSIBILITIES:**

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

- A. Use an external program to create Facebook "tabs"
- B. Create Facebook Home Page Appearance
- C. Help manage Facebook site
- D. Help with general website tasks, researching new ways to reach the public through Facebook's social media tools.

**EDUCATION NEEDED:**

Applicant will have preferably sophomore or older standing in college, with extensive Facebook knowledge beyond the most basic functions. Ability to work in a team is a must.

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations.
- Computer skills/Data entry
- Creativity in coming up with new ways to reach Facebook users.
- Ability to meet deadlines.

**SCHEDULE:**

Minimum commitment: 10 hours a week.

Tasks may or may not be able to be performed from home office.

**CONTACT:** Christy Obie-Barrett –Executive Director  
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