



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: Volunteer Coordinator info@afamilyforeverychild.org (541) 343-2856