



Faith-Based Coordinator Volunteer/Intern Position

AGENCY DESCRIPTION:

AFFEC is a non-profit 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 someone who can help the Heart Gallery Program's faith-based venue partners maintain and develop their galleries.

RESPONSIBILITIES:

Under the supervision of the Heart Gallery Director, the volunteer/intern will:

- Schedule exhibits for our yearly ongoing faith-based heart gallery calendar
- Send letters/emails to prospective faith-based sites
- Help coordinate site set-up prior to exhibits
- Maintain brochure inventory
- Follow-up with sites after an exhibit
- Solicit donations for needed supplies
- Data entry of all the above
- Create a process binder for all the above information

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills with the ability to communicate with diverse populations
- Computer skills/ data entry
- Well organized with attention to detail and the ability to complete tasks independently
- Ability to meet deadlines

SCHEDULE:

Minimum commitment is 2-3 hours per week

CONTACT:

Volunteer Coordinator info@afamilyforeverychild.org 541-343-2856