



FAMILY SCHOLARSHIP COORDINATOR VOLUNTEER/INTERN DESCRIPTION

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in Eugene, Oregon. AFFEC'S mission is to find loving, permanent families for every waiting foster child.

JOB SUMMARY:

AFFEC is looking for somebody to research scholarships and grants that help make adoption more affordable to potential adoptive parents.

RESPONSIBILITIES:

Under the supervision of the Adoption Agency Coordinator, the volunteer/intern will:

- Search for Grants/Scholarships related to adoption
- Break down the process for what is required
- Create a process manual with the steps required for each scholarship/grant
- Possibly create a finance option with a bank to finance adoption

EDUCATION NEEDED:

Possibly some knowledge
of grants and scholarships

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Experience using Microsoft Excel and PowerPoint programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Self-starter, able to work independently

SCHEDULE:

Minimum commitment: 4 hours a week

Hours per week: 4 - 10

Days of the week: 1 - 5

Tasks may not be performed from home office.

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