



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Family Support Coordinator**  
**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:** To work directly with Family Adoption Specialists in need and their families in order to promote, strengthen and to develop the potential of parents and our Matching Assistance Program.

**INTERN RESPONSIBILITIES:**

Under the supervision of Jennifer Hancock, the intern will:

- Work closely with colleagues at AFFEC, members of our Matching Assistance Program, the program director and other professionals, as required.
- The Family Support Coordinator will work with a variety of families and their Family Adoption Specialist. They will plan and participate in conferences and trainings of work with FAS and Families both individually and in-groups.
- Keep computerized records and produce reports, as requested, in accordance with departmental policies and procedures.
- Be responsible for handling all reports, making sure all families are receiving all contact and correspondence related to their membership within our program.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Maintain confidentiality

**EDUCATION NEEDED:**

**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:**

- Ability to convey information to people, verbally and in writing, in such a way that it can be understood.
- Ability to work with others on a combined task, make contributions and take shared responsibility for the outcome.
- Ability to motivate yourself and others - important in order to have good team spirit and therefore increased efficiency and productivity in the workplace.

**SCHEDULE:**

Tuesday & Thursday  
Hours: TBD  
At least 9 month commitment

**CONTACT:** Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) 541-343-2856

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

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

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