



GenePro Project Specialist **Intern/Volunteer Job 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:

An individual comfortable with learning a new software program is needed to learn and perform Genograms; our Family Tree project for our Family Finding cases. We supply the software and training. A volunteer, local or nationwide is needed to learn the program and use it to complete a family tree project for a child to keep. Family Finding is an intensive relative search model with the goal of achieving permanency and supportive family connections for children in foster care.

RESPONSIBILITIES:

Under the supervision of the Family Finding Program Coordinator, the intern will:

- Participate in training.
- Work independently at home on a home computer with an internet connection on assigned projects.
- Communicate results to the family finding director in an organized manner.
- Meet assignment deadlines.

EDUCATION NEEDED:

Any major can qualify. This position is ideal for students majoring in non-profit administration, education, psychology, family/human services and communication.

SKILLS/QUALIFICATION REQUIRED:

- Excellent computer skills.
- Experience with learning software programs.
- Well organized, with attention to detail and ability to carry out tasks independently.
- Ability to meet deadlines.
- Secure internet connection at home in order to communicate results.

PERSONALITY BEST SUITED FOR THIS POSITION:

A results oriented individual who is comfortable with both working independently on research and communicating to a supervisor. The ideal candidate will be a detail-oriented, enthusiastic individual who has the ability to learn new software

EXPERIENCE OR SPECIAL SKILLS DESIRED:

The desire to help children in foster care is essential.

SCHEDULE:

Minimum commitment: 2 hours per week.

Weekday hours: After initial training, hours are at home; based on the volunteer's schedule.

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