



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Google Non Profit Program 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: WE have been granted a Google Nonprofit Account, we need a coordinator that can explore and create a plan around how to use all the tools that it incorporates.**

**INTERN RESPONSIBILITIES:**

Under the supervision of the Christy Obie-Barrett, the intern will:

- A. Evaluate all the ways we can use our Google Nonprofit account and the tools that go with it, study how others are using the Nonprofit program, and write up options present to ED
- B. With ED, decide on the different ways we want to use the account. Research tools, decide which ones to use, which ones offer the most to us, identify a list of tools to use first.
- C. Create a Plan and time line, around using the nonprofit program, how does it interact with our social media and web sites
- D. Outline Web work needed to do, and process for completing, who and when
- E. Design marketing outreach tools to if needed.
- F. Create Web, newsletter, targeted emails, PSA, targeted emails to do outreach, make sure our nonprofit account is used on all our social media channels, venues, child page and web sites.
- G. Execute plan, work through barriers, evaluate, next steps

**EDUCATION NEEDED: Web/internet skills important**

**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

**PERSONALITY BEST SUITED FOR THIS POSITION: detail orientated, committed, follow through**

**EXPERIENCE OR SPECIAL SKILLS DESIRED: Web skills, ability to work through barriers**

**SCHEDULE:**

9 hours a week-minimum

Several days a week-

**CONTACT: Christy Obie-Barrett, [Christy@afamilyforeverychild.org](mailto:Christy@afamilyforeverychild.org), 541-343-2856**

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

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

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