



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Google Non Profit and Google Plus-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 need a coordinator that can explore and create a plan around how to use all the tools in these two Google accounts, that we can incorporate. AFFEC was recently approved to have a Google For Non Profits account, which opens up a whole new set of tools to utilize. We are seeking an intern with a background in Google, and knows how to develop a non-profit using the tools that Google provides. We have also recently began a Google plus account, that needs development. Currently, our Google+ and Google for Non Profits accounts are undeveloped, so this would be a great opportunity for somebody who would like to help create our online Google presence.

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/Google plus 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, experience with Google tools

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____