



Google Non-Profit Coordinator Internship/Volunteer Job Description

AGENCY DESCRIPTION:

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

JOB SUMMARY:

AFFEC is looking for a coordinator that can explore and create a plan for the utilization of all the features of a Google Nonprofit account.

RESPONSIBILITIES:

Under the supervision of the Program Director, the volunteer/intern will:

- Evaluate all the way we can use our Google nonprofit account and study how others are using theirs.
- With the Program Director, decide on the different ways we want to use this account
- Create a plan and timeline around the use of this non profit account and find out how it interacts with our social media and websites
- Outline web work needed to do and process for completion
- Design marketing outreach tools if needed
- Create web, newsletter, targeted emails, PSA, targeted emails for outreach and make sure nonprofit account is used efficiently
- Execute plan, work through barriers, and evaluate

EDUCATION NEEDED:

Web/internet skills are important

SKILLS/QUALIFICATION REQUIRED:

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

TRAITS BEST SUITED FOR THIS POSITION:

oriented, committed and follow-through

Detail-

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Web skills, ability to work through barriers

SCHEDULE: 9 hours per week minimum

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org or 541-343-285