



Heart Gallery Monthly Venue Volunteer **Intern/Volunteer Position 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:

AFFEC is looking for somebody who can contribute to the Heart Gallery Program by networking with prospective photographers and venues, as well as maintaining current relationships and displays.

RESPONSIBILITIES:

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

- Statewide outreach for photographers and videographers
- Statewide outreach for possible gallery (venues/vendors/volunteers, etc.)
- Statewide outreach for resources (printing, frames, brochures, etc.)
- Assist in organization of storage (frames, photos, etc.)
- Research, outreach, and record data on Heart Galleries across the country

SKILLS/ QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/ data entry
- Well organized with attention to detail and ability to work independently

SCHEDULE:

Minimum commitment: 2-3 hours per week

CONTACT:

Coordinator info@afamilyforeverychild.org or 541-343-2856

Volunteer