



Mentor/Foster/Adopt Program Coordinator

A Family For Every Child/ Heart Gallery

Mentor Program

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:

This position would include: Helping us expand this program and all materials, web presents, forms, outreach needed.

INTERN RESPONSIBILITIES:

Under the supervision of the Mentor Director, Caitlin Baird, the intern will:

Help us expand this program and all materials, web presents, forms, outreach needed. Some areas of possible task are:

- Expanding and documenting a process
- Creating a Program Process Binder (so the program can be duplicated in other parts of the state)
- Coordinating email outreach
- Uploading information on AFFEC website
- Bi-Monthly Recruitment Flyer
- Data Entry
- Finding stock photos for website and writing and recording Child Bios
- Status Updates

EDUCATION NEEDED:

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 carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION:

EXPERIENCE OR SPECIAL SKILLS DESIRED:

SCHEDULE:

Minimum commitment: 2 to 3 hours per week.

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____