

# INTERNSHIP JOB DESCRIPTION

## A Family For Every Child/ Heart Gallery

### Online Child Matching Event

#### Intern/Volunteer Job 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:** Work with supervisor to plan Online Child Matching Events and Online Family Matching Events. This includes sending registration e-mails, home study requests, making PowerPoint presentations, and setting up and distributing login information. Duties also include post matching event work, such as submitting home studies and evaluating the factors of successful and unsuccessful outcomes.

#### INTERN RESPONSIBILITIES:

Under the supervision of Katie Nelson, the intern will:

- Research effective and new tools that will market Matching Events, thus making them more successful.
- Create an aesthetically pleasing PowerPoint and provide new ideas on how to improve the presentation of the matching events.
- Make sure every attendee has a legitimate and up to date home study and that AFFEC has a copy of their home study.
- Distribute login information to those who are able to attend.
- Overcome barriers of how to get kids referred and Caseworkers on board  
Work with web team to lay out web pages
- Build email templates, press releases, PSA's and other marketing tools Carry out Event,
- Evaluate Event, thank all partners, enter all data

**EDUCATION NEEDED:** Need to be familiar with PowerPoint and the FTP system. Students and post grads encouraged to apply, but anyone is welcome to apply.

#### 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:** out going, driven, dedicated, confident

**EXPERIENCE OR SPECIAL SKILLS DESIRED:** Team player, attention to detail, follows through

**SCHEDULE:**

3-6-9 month commitment, depending on size of event and how many we do 9 hours a week. Until Event is over and all donors are thanked, all data is recorded

**CONTACT:** Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org)

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