



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Kids Matching Event
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: Work with ED to plan a combination, or form of, event for Matching Children needing Placements with Families, and/or Event for them to interact with their Siblings in combination with Matching opportunities.

INTERN RESPONSIBILITIES:

Under the supervision of the Christy Obie-Barrett, the intern will:

- Research other online matching events, write up options, pro's and con's
- Details description of each event, and what would be needed
- Work with ED to decide on the first event and partners to be involved in event
- Plan a timeline, who needs to be involved, what is needed, create a budget, location
- Plan Marketing Calendar, social media plan and to get parent involved
- 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
- Make plan for next year's event, if it will continue

EDUCATION NEEDED:

Event experience, experience contacting donors/sales, web and social media experience. Advertising and Marketing experience. Business and budget knowledge

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: Executive Director, Christy Obie-Barrett, 541-343-2856, christy@afamilyforeverychild.org

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____