



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Matching Assistance Program Bio Writer**  
**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 alongside families and the Matching Assistance Coordinator to assist families during their adoption journey.**

**INTERN RESPONSIBILITIES:**

Under the supervision of the Nora Sharp, the intern will:

- A. Review Biographies assigned.
- B. Provide assigned families with feedback on their biography and profile as needed.
- C. Encourage families to take advantage of our various recruitment efforts to expedite the matching process.

**EDUCATION NEEDED: Experience with blogging**

**SKILLS/QUALIFICATION REQUIRED:**

- You will need to be supportive, empathetic, diligent and proactive.
- Excellent oral and written communication skills, with the ability to communicate with diverse populations.
- Computer proficiency is a must.
- The ability to handle confidential information.
- The ability to access email through Outlook, Webmail, or another email host.
- Well-organized with attention to detail and ability to carry out tasks independently.
- Work with minimal supervision.
- Complete work in a timely manner.
- Strong sense of customer service.

**PERSONALITY BEST SUITED FOR THIS POSITION: detail orientated, committed, follow through**

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

Someone who has the ability to organize and present their thoughts coherently through the written or spoken word, gets along well with people, can work independently with minimal supervision, and is receptive and capable of handling change will be best suited for this position.

**SCHEDULE:**

3-5-hour a week commitment for at least 6 months

You will be assigned families on a weekly basis.

**CONTACT:** For more information and to schedule training: <mailto:nora.sharp@afamilyforeverychild.org> 541-343-2856

**ASSIGNED TO** \_\_\_\_\_

**DATE ASSIGNED** \_\_\_\_\_

**DATE ENDING/COMPLETED IF ONE** \_\_\_\_\_