



## **Mentor Coordinator** **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 to help expand the Mentor Program. This position would include: creating program related promotions as well as training materials, developing web presentations, and advancing community outreach efforts.

### **INTERN RESPONSIBILITIES:**

Under the supervision of the Mentor Program Director, the intern will:

- Help us expand this program and all materials
- Web presents
- 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 children bios
- Status updates

### **SKILLS/ QUALIFICATIONS 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

### **SCHEDULE:**

Minimum commitment: 2-3 per hours a week

### **CONTACT:**

Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) or 541-343-2856