



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Newsletter Volunteer**  
**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:**

Using our outreach tool-Constant Contact-build templates for newsletters, announcements and outreach tools.

**INTERN RESPONSIBILITIES:**

Under the supervision of Jennifer Hancock, the intern will:

- Create newsletters specifically for our MAP families.
- 3 newsletters a week, 1-2 hours a newsletter
- Research new trainings, webinars, updates on children from our database and compile into weekly newsletters
- Maintain confidentiality

**EDUCATION NEEDED:**

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Excellent writing skills
- Computer skills/Data entry
- Well organized with attention to detail and ability to carry out tasks independently

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

- Ability to convey information to people, verbally and in writing, in such a way that it can be understood.
- Ability to work with others on a combined task, make contributions and take shared responsibility for the outcome.

**SCHEDULE:**

Hours: TBD

**CONTACT:** Jennifer Hancock, 1-877-343-2856

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

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

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