



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
On-Line 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: Plan an on-line event. Could be a Dance-a-thon using Youtube, an on-line auction, Family Photo contest, or other. Online event should have goals to raises funds for AFFEC and draws people to our web site, and social media. Create Partnerships and awareness.

INTERN RESPONSIBILITIES:

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

- Research other online 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
- Plan a timeline, who needs to be involved, what is needed, create a budget
- Plan Marketing Calendar, social media plan and Advertising campaign
- 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

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 _____