



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

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

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

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