



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**On-line Matching Event for child Recruitment**  
**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:** Develop online matching event. Using Webinars, hold an hour long matching event that will involve recruitment for 6 or more waiting foster kids. Case workers will present their child via, video, photo's and audio through a webinar, from all over the country. To "target audience" families waiting, from all over the country the call in. Families will be able to text questions to caseworkers. Streamline process so we can reproduce these and do them once a month.

**INTERN RESPONSIBILITIES:**

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

- Develop a plan to hold an online matching event, identify needed equipment, and timeline
- Develop processes for who will be contacted (Caseworkers & families), and follow up. Enter all contacts in the data base with a follow up plan
- Identify the best web vehicle, webex, anymeeting, or others.
- Develop check list for contact to workers, families, and getting needed materials for the webinar to present kids
- Start projects, identify the tools that are effective, can be done for the largest number of children monthly, and with in-kind donations or little cost
- Identify barriers, game plan solutions
- Make a plan to use our web site, social media and targeted email, newsletter to market new recruitment projects to draw views to the child's web page. Attract parents and case workers.
- Build email templates, press releases, PSA's and other marketing tools
- Carry out follow up, Evaluate plan, thank all new partners, enter all data
- Make plan for next steps

**EDUCATION NEEDED:** depends on the person

**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
- Phone and email skills
- Video, audio editing skills, working with web editing

**PERSONALITY BEST SUITED FOR THIS POSITION:** out going, driven, dedicated, confident, good on the phone

**EXPERIENCE OR SPECIAL SKILLS DESIRED:** Team player, attention to detail, follows through

**SCHEDULE:**

3-6-9 month commitment, ongoing project

9 hours a week

**CONTACT:** Executive Director, Christy Obie-Barrett, 541-343-2856, [christy@afamilyforeverychild.org](mailto:christy@afamilyforeverychild.org)

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

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

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