



Online Event Coordinator **Intern/Volunteer Job Description**

AGENCY DESCRIPTION:

AFFEC is a non-profit organization located in Eugene, Oregon. AFFEC'S mission is to find loving and permanent families for every waiting foster child.

JOB SUMMARY:

AFFEC is looking for somebody interested in planning an online event. It could be a dance-a-thon using YouTube, an online auction, family photo contest, etc. The goal of the event is to raise funds for AFFEC, draw people to our website, and to create partnerships and awareness.

INTERN RESPONSIBILITY:

Executive Director, the intern/volunteer will:

Under the supervision of the

- Research other online event and write-up options
- Detail description of each event and what would be needed
- Work with Obie-Barrett to decide on first event
- Plan a timeline and create a budget
- Plan marketing calendar
- Work with team to lay out a webpage
- Build email template, press releases, PSA's and other marketing tools
- Enter data after event is over
- Make plan for next year event (if annual event)

EDUCATION NEEDED:

Event experience, experience contacting donors and web/social media experience. Advertising and marketing experience are beneficial as well.

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills with the ability to communicate with diverse populations
- Computer skills/ data entry
- Experience using Microsoft Excel and PowerPoint
- Well organized with attention to detail and the ability to finish a task independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION:

Outgoing, driven, dedicated, confident

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Team player, attention to detail, follow-through

SCHEDULE:

- 3-6-9 month commitment
- 9 hours per week (until event completed)

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org or 541-343-2856