



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Partner Agency Recruiter
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: Work directly with Matching Assistance Director to help promote and develop potential partners and expand the program.

INTERN RESPONSIBILITIES:

Under the supervision of Jennifer Hancock, the intern will:

- Work closely with colleagues at AFFEC, members of our Matching Assistance Program, the program director and other professionals, as required.
- The Partner Agency Recruiter will work with a variety of agencies and organizations. This person will plan and participate in conferences and trainings.
- Contact agencies, organizations, etc. to expand membership and offer partnerships with outside agencies throughout the United States.
- Keep computerized records and produce reports, as requested, in accordance with departmental policies and procedures.
- Be responsible for handling all reports, making sure all families are receiving all contact and correspondence related to their membership within our program.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Maintain confidentiality

EDUCATION NEEDED:

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

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.
- Ability to motivate yourself and others - important in order to have good team spirit and therefore increased efficiency and productivity in the workplace.

SCHEDULE:

Hours: TBD
At least 9 month commitment

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____