



## **Heart Gallery Photographer Volunteer/Internship Position**

### **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:**

Our Heart Gallery needs someone who can come in approximately 5 hours per week and help coordinate our venue photo packets and connect with and process photographers from all over the state and nationwide. We also need someone who can do outreach and connect with photographers- scheduling photo sessions, following-up and processing images once completed.

### **RESPONSIBILITIES:**

Under supervision of the Heart Gallery Program Coordinator:

- Coordinate our venue photo packets
- Coordinate photographers and children
- Follow-up on photo sessions
- Process images once they are completed

### **SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills with the ability to communicate with diverse populations
- Computer skills/ data entry
- Well organized with attention to detail and the ability to complete tasks independently
- Ability to meet deadlines

### **SCHEDULE:**

commitment of 2-3 hours per week and 2 days per week

Minimum

### **CONTACT:**

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