



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Plan new annual Fundraising 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 New Event that can be done annually. Perhaps a mother's day event, or Boy's event. Goal should be to raise 10,000 or more. To raise awareness, gain media attention and draw people to our web site and social media, as well as engage them in our organization.

INTERN RESPONSIBILITIES:

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

- Research other new 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 event
- Recruit, train and engage volunteers, venues or partners needed
- Plan a timeline for tasks to be completed, 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:

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 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____