



Plan New Annual Fundraiser

Volunteer/Intern 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:

Plan a new event that can be done annually; for example an event for Mother's day. The goal is to raise \$10,000 or more and to bring awareness to our organization and mission. Other goals of the event include gaining media attention and drawing people to our website.

INTERN RESPONSIBILITIES:

Under the supervision of the Executive Director, the volunteer/intern will:

- Research other new events in the area
- Work with the Executive Director, Christy Obie-Barrett, to decide on the event
- Recruit, train, and engage volunteers
- Plan a timeline for event
- Work with web team to lay out a webpage for event
- Build email templates, press releases, PSA's and other marketing tools
- Carry out event
- Make plan for next year's event if the event will continue

EDUCATION NEEDED:

Event experience, experience contacting donors, social media experience, advertising and marketing experience, and business/ budget knowledge

SKILLS/QUALIFICATIONS:

- 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 the ability to carry out tasks independently
- Ability to meet deadlines

TRAITS BEST SUITED FOR POSITION:

Outgoing, driven, dedicated, confident

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Team players, attention to detail, follow through

SCHEDULE:

- 6-9 month commitment (depending on size of event)
- 9 hours per week

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