



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Princess Event Planner**  
**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: Be responsible for Planning and carrying out the Princess Event for 2012. Use last 3 year experienced Volunteers and tools to plan for 2012's Event**

**INTERN RESPONSIBILITIES:**

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

- Research last 3 Princess Events, write up changes needed, goals for 2012, funding and attendee's, partners
- Compile team of past volunteers, asses supplies we have from 2011, plan for needed growth in 2012
- Interview past volunteers to create plan for 2012, assign committee heads, identify new needs
- Recruit, train and engage new 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

**EDUCATION NEEDED:**

**Event experience, experience contacting donors/sales, web and social media experience. Advertising and Marketing experience. Business and budget knowledge, decorating skills**

**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:** Executive Director, Christy Obie-Barrett, 541-343-2856, christy@afamilyforeveychild.org

**ASSIGNED TO** \_\_\_\_\_

**DATE ASSIGNED** \_\_\_\_\_

**DATE ENDING/COMPLETED IF ONE** \_\_\_\_\_