



Princess Event Planner [REDACTED] **Intern/Volunteer 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:

Be responsible for planning and carrying out the princess event. Use experienced volunteers and tools to plan event.

RESPONSIBILITIES:

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

- Research past princes events, write up changes needed, goals for this event, funding and attendee's partners
- Compile team of past volunteers, assess supplies and plan for needed growth
- Interview past volunteers to create new plan, assign committee heads and identify new needs
- Recruit, train and engage new volunteers
- Plan a timeline for tasks to be completed
- Plan marketing calendar, social media plan and advertising campaign
- Work with web team to build webpage
- Build email templates, press releases, PSA's, and other marketing tools
- Carry out event
- Make plan for next year

EDUCATION NEEDED:

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

PERSONALITY BEST SUITED:

Outgoing, driven, dedicated, confident

EXPERIENCE OR SPECIAL SKILLS:

Team player, attention to detail, follow-through

CONTACT:

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