



INTERNSHIP JOB DESCRIPTION **A Family For Every Child/ Heart Gallery**

Produce Video, Audio, Webinar, Power Point How to's and Training Materials **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: Develop video, Audio, Webinar, Power point How to's, for various trainings for any number of our programs.

INTERN RESPONSIBILITIES:

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

- Get familiar with all program, talk to staff, identify list of needed training materials, prioritize with the help of the ED
- Develop an plan for several Training projects, identify needed equipment, and timeline
- Develop processes for who will be contacted, and follow up. Enter all contacts in the data base with a follow up plan
- Start projects, identify the tools that are most effective, Can reach the most people, have the greatest learning value, and with in-kind donations or little cost
- Identify barriers, game plan solutions
- Make a plan to use our web site, social media and targeted email, newsletter to market new recruitment projects to draw "target audience" to training. Web schedule, how to archive, access to all staff
- Build email templates, press releases, PSA's and other marketing tools if needed
- Carry out follow up, Evaluate plan, thank all new partners, enter all data
- Make plan for next steps

EDUCATION NEEDED: depends on the person

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
- Phone and email skills
- Video, audio editing skills, working with web editing, experience with webinars, Power point and more

PERSONALITY BEST SUITED FOR THIS POSITION: out going, driven, dedicated, confident, Tech savy

EXPERIENCE OR SPECIAL SKILLS DESIRED: Team player, attention to detail, follows through

SCHEDULE:

3-6-9 month commitment, ongoing project

3-6-9 hours a week

After training and some trial period some work could be done from home

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____