



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

Produce Video, Audio, digital recruitment tools for our web site 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, slideshows and creative ways to enhance recruitment for kids using the web and email, newsletter and social media.

INTERN RESPONSIBILITIES:

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

- Develop an plan for several web recruitment 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 ones that are effective, can be done for the largest number of children, 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 views to the child's web page.
- Build email templates, press releases, PSA's and other marketing tools
- 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

PERSONALITY BEST SUITED FOR THIS POSITION: out going, driven, dedicated, confident, good on the phone

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 _____