



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Program Outreach
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:

Send our flyers, emails, materials to promote the Matching assistance program, link partner sites, share hour message about the program with Agencies, Adoption workers, Parent groups and Potential parent.

INTERN RESPONSIBILITIES:

Under the supervision of Jennifer Hancock, the intern will:

- A. Contact potential agencies, parent groups, organizations for possible partnerships
- B. Responsible for all follow up
- C. Data entry
- D. Educating about MAP and how we can help families

EDUCATION NEEDED:

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral communication skills, with ability to communicate with diverse populations
- Familiarity with Microsoft and PowerPoint programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability/willingness to learn program benefits and options
- Demonstrated flexibility and excellent organizational skills with ability to prioritize work and function independently completing a variety of tasks accurately and with close attention to.
- Ability to maintain organized records.
- Ability to work quickly, accurately and independently in a fast-paced environment.
- Ability to plan activities and programs such as meetings, webinars, and/or orientations.

PERSONALITY BEST SUITED FOR THIS POSITION: Detail oriented, fun, happy and organized person who enjoys research, communicating and teaching families about adoption and the adoption processes.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

- Proficient in Microsoft office software
- Great communication skills

SCHEDULE:

At least 5 hours per week

CONTACT: Jennifer Hancock
877-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____