



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**QR code campaign**  
**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:** Create and develop, QR codes for all our programs, social media and web sites. Use them to educate and create awareness about our organization. Work with our organization program directors to us QR codes to communicate their most important messages..

**INTERN RESPONSIBILITIES:**

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

- A. Evaluate all the ways we can use QR codes, how others are using QR codes, and write up options present to ED
- B. With ED, decide on the different ways we want to use QR codes. Research QR code tools, decide which ones to use, which ones offer the most to us, identify a list of QR Codes as a goal for our plan.
- C. Create a Marketing Plan and time line, around incorporating QR codes to each program, social media and web site
- D. Outline Web work needed to do, and process for completing, who and when
- E. Design marketing outreach tools to create awareness of our QR codes.
- F. Create Web, newsletter, targeted emails, PSA, targeted emails to do outreach, make sure our QR codes are well represented on all our social media channels, venues, child page and web sites.
- G. Execute plan, work through barriers, evaluate, next steps

**EDUCATION NEEDED:** Experience with blogging

**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:** detail orientated, committed, follow through

**EXPERIENCE OR SPECIAL SKILLS DESIRED:** Web skills, ability to work through barriers

**SCHEDULE:**

9 hours a week-minimum

Several days a week-

**CONTACT:** Volunteer Coordinator [info@familyforeverychild.org](mailto:info@familyforeverychild.org) 541-343-2856

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

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

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