



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Receptionist/Admin Assistant**  
**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:**

Represent our agency as our receptionist, answer phones and perform a variety of front desk administrative tasks

**INTERN RESPONSIBILITIES:**

Under the supervision of the Office Manager the intern will:

- Greet visitors in a professional manner
- Route general incoming calls and assist families by providing information about adoption and foster care
- Process and route incoming emails
- Answer emails as determined
- Send, receive and route faxes
- Process donations, checks, contacts and other documents and record into database
- Pick up mail daily, process and distribute
- Word Processing of letters, documents, reports and spreadsheets as needed
- Create templates, flyers and other communication tools
- Understand the concerns of our families as well as the roles our programs play by reading handouts etc. and learning about our agency and what we do
- Assist with other general administrative tasks

**EDUCATION NEEDED:**

Some College and/or training

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate and interact with diverse populations
- Strong phone skills and ability to listen, empathize and provide applicable information
- Computer skills/Data entry
- Experience using Microsoft Excel and PowerPoint programs
- Ability to handle interruptions and prioritize tasks
- Well organized with attention to detail and ability to carry out work independently

**PERSONALITY BEST SUITED FOR THIS POSITION:**

Someone who is outgoing, good natured, friendly, likes helping others get information needed, dependable, motivated and can take direction

**EXPERIENCE OR SPECIAL SKILLS DESIRED:** Organized, good people skills, a team player, experience with phones, ability to prioritize, good attention to detail and a passion for the work

**SCHEDULE:**

Minimum commitment: 15-20 Hours per week

Days of the week: Flexible

**CONTACT:** Hannah Williamson, [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org), 541-343-2856

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

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

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