



Research Coordinator **Volunteer/Internship Position**

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in Eugene, Oregon. AFFEC'S mission is to find loving, permanent families for every waiting foster child.

JOB SUMMARY:

Researching different support programs that will help our mentors.

INTERN RESPONSIBILITIES:

Under the supervision of the Mentor Program Coordinator the intern will:

- Research different support materials for our mentors
- Research fundraisers for our mentor program
- Research different mentor programs

SKILLS/QUALIFICATION REQUIRED:

- Computer skills/Data entry
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

SCHEDULE:

Minimum commitment: 2 to 3 hours a week

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org 541-343-2856