



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Database Specialist
Intern/Volunteer Job Description

AGENCY DESCRIPTION:

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

JOB SUMMARY: To learn and gain experience with Salesforce.com online database system.

INTERN RESPONSIBILITIES:

Under the supervision of the Carolyn the intern/volunteer will:

- Assist Salesforce Administrator with various tasks related to our database. *eg; data entry, clean-up projects, create reports.*
- Explore other potentials of Salesforce and how we can make the database more efficient and work better for us.

EDUCATION NEEDED: No formal education needed.

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills
- Experience with database programs.
- Experience using Microsoft Excel, Word and PowerPoint
- Well organized with attention to detail and ability to carry out tasks independently

PERSONALITY BEST SUITED FOR THIS POSITION: Someone who pays attention to detail. Good organizational skills, flexibility, teamwork, written communication skills and an ability to work without supervision.

EXPERIENCE OR SPECIAL SKILLS DESIRED: Strong computer skills and experience with Salesforce or other database programs preferred.

SCHEDULE:

Minimum commitment: 9 hrs/2 days a week

Hours per week 9+

Days of the week: 2+ days a week

Tasks may be able to be performed from home office.

CONTACT: Christy@afamilyforeverychild.org, 541-343-2856

ASSIGNED TO:

DATE ASSIGNED:

DATE ENDING/COMPLETED (If applicable):

