



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

**ASSIGNED TO:**

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**DATE ASSIGNED:**

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**DATE ENDING/COMPLETED (If applicable):**

