



Sponsorship Event Coordinator ■ **Volunteer/Intern Position**

AGENCY DESCRIPTION:

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

JOB SUMMARY:

Be responsible for finding local events to attend and promote the Sponsorship Program.

RESPONSIBILITIES:

Under the supervision Sponsorship Program Director, the intern will:

- Identify local events where the Sponsorship Program can be promoted
- Make contact with proper personnel to have a table at event
- Set up, supervise and clean up the booth
- Attend at least one event per month
- Be able to speak to each and every program
- Be familiar with the literature
- Be passionate about the program's mission

EDUCATION NEEDED:

Research expertise, event experience, knowledgeable about organization and programs

SKILL/QUALIFICATIONS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Be Salesforce trained or trainable
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION:

An outgoing and engaging person, an individual who will be able to speak passionately about our programs, and someone who will connect with potential sponsors.

EXPERIENCE OR SPECIAL SKILLS REQUIRED:

- Experience with events and approaching people.
- Not being intimidated to get someone's attention to speak about the program.

SCHEDULE:

- 10-15 hours a week
- A few days a week in and out of the office doing research and scheduling events.
- Attending actual event

CONTACT:

Coordinator info@afamilyforeverychild.org 541-343-2856

Volunteer