



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Web Child Listing
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: List children on our private and public web sites

INTERN RESPONSIBILITIES:

Under the supervision of the Christy Obie-Barrett, the intern will:

- Complete Child listing Web training
- Learn how to write a child's bio
- Learn how to work with image for the web site
- Update data in our date base with some outreach to Case workers
- Be a part of a time that is always looking for better, more effective ways to list kids on our web sites
- Identify barriers, game plan solutions

EDUCATION NEEDED: some computer skills, good writing skills, good learner with tech/web processes

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Experience using Microsoft Excel and PowerPoint programs
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION: out going, driven, dedicated, confident,

EXPERIENCE OR SPECIAL SKILLS DESIRED: Team player, attention to detail, follows through

SCHEDULE:

3-6-9 month commitment, ongoing project

Min 3 hours a week, max as many as you would like, huge need

This could be done from home after a period of training and trial

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____