



Web Child Listing 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:

AFFEC is looking for somebody to can list children on our private and public websites.

INTERN RESPONSIBILITIES:

Under the supervision of the Child and Family Operations Coordinator, the intern will:

- Complete child listing web training
- Learn how to write a child's bio
- Learn how to work with image for the website
- Update data in our database 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 websites
- Identify barriers, game plan solutions

EDUCATION NEEDED:

Some computer skills, good writing skills, and 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

TRAITS BEST SUITED FOR THIS POSITION:

Outgoing, driven, dedicated, confident

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Team player, attention to detail, follows through

SCHEDULE:

3-6-9 month commitment, ongoing project

This role can be fulfilled from home after a period of training and trial.

CONTACT:

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