



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Webinar Producer
Intern/Volunteer Job Description

AGENCY DESCRIPTION:

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

JOB SUMMARY:

INTERN RESPONSIBILITIES:

Under the supervision of Jennifer Hancock, the intern will:

- A. Research adoption topics
- B. Learn our online webinar program to pre-record webinars on misc. adoption topics
- C. Conduct live webinars
- D. Prepare presentations pertaining to webinars being produced

EDUCATION NEEDED: None

SKILLS/QUALIFICATION REQUIRED:

- Knowledge of Anymeeting.com or other online webinar program helpful but not required
- Should be able to research and compile large amounts of information to create information webinars
- Ability to communicate with diverse populations
- Computer skills/Data entry
- Experience using Microsoft software and PowerPoint programs
- Well organized and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION: The person best suited for this position should be comfortable talking with large groups of people, have good communication skills and work well with others.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

- Knowledge of Anymeeting.com or other online webinar program helpful but not required

SCHEDULE:

Minimum commitment: 5 hours per week
In Office, one or two days a week

CONTACT: Jennifer Hancock, 877-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____