



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Website Coordinator**  
**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:** Work directly with Matching Assistance Director to help promote and develop Matching Assistance site, resources and materials located directly within the log on site.

**INTERN RESPONSIBILITIES:**

Under the supervision of Jennifer Hancock, the intern will:

- Maintain and update materials located within the MAP site.
- Research additional information and resources that can help families within their adoption journey.
- Work with a variety of agencies and organizations looking for additions and ideas for our log on site.
- Be responsible for weekly updates to Matching Assistance Director.
- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Maintain confidentiality

**EDUCATION NEEDED:**

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Web design experience helpful
- 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

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

- Ability to convey information to people, verbally and in writing, in such a way that it can be understood.
- Ability to work with others on a combined task, make contributions and take shared responsibility for the outcome.
- Ability to motivate yourself and others - important in order to have good team spirit and therefore increased efficiency and productivity in the workplace.

**SCHEDULE:**

Hours: TBD

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

**ASSIGNED TO** \_\_\_\_\_

**DATE ASSIGNED** \_\_\_\_\_

**DATE ENDING/COMPLETED IF ONE** \_\_\_\_\_