



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 RESPOSIBILITIES:

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: Jennifer Hancock, 1-877-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____