



## **Website Media Development Volunteer/Internship Position**

### **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:**

Develop video, Audio, slideshows and creative ways to enhance recruitment for kids using the web and email, newsletter and social media.

### **RESPONSIBILITIES:**

- Develop a plan for several web recruitment projects, identify needed equipment, and timeline
- Develop processes for who will be contacted, and follow up. Enter all contacts in the data base with a follow up plan
- Start projects, identify the ones that are effective, can be done for the largest number of children, and with in-kind donations or little cost.
- Identify barriers, game plan solutions.
- Make a plan to use our web site, social media and targeted email, newsletter to market new recruitment projects to draw views to the child's web page.
- Build email templates, press releases, PSA's and other marketing tools
- Carry out follow up, Evaluate plan, thank all new partners, enter all data
- Make plan for next steps.

### **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
- Phone and email skills
- Video, audio editing skills, working with web editing

### **TRAITS BEST SUITED FOR THIS POSITION:**

Out going, driven, dedicated, confident, good on the phone

### **EXPERIENCE OR SPECIAL SKILLS DESIRED:**

Team player, attention to detail, follows through

### **SCHEDULE:**

3-6-9 month commitment. 3-6-9 hours a week. After training and some trial period some work could be done from home.

### **CONTACT:**

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

