



GENOPRO PROJECT SPECIALIST
A Family For Every Child/ Heart Gallery
Family Finding Department
GenoPro Project Specialist Job Description

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in Springfield, Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

JOB SUMMARY: GenoPro Specialist

An individual comfortable with learning a new software program is needed to learn and perform Genograms; our Family Tree project for our Family Finding cases. We supply the software and training. A volunteer, **local or nationwide** is needed to learn the program and use it to complete a family tree project for a child to keep.

Family Finding is an intensive relative search model with the goal of achieving permanency and supportive family connections for children in foster care.

INTERN RESPONSIBILITIES:

Under the supervision of the Family Finding Program Local Director; Ellen Pavlosek, the intern will:

- A. Participate in training.
- B. Work independently at home on a home computer with an internet connection on assigned projects.
- C. Communicate results to the family finding director in an organized manner.
- D. Meet assignment deadlines.

EDUCATION NEEDED:

Any major can qualify. This position is ideal for students majoring in non-profit administration, education, psychology, family/human services and communication.

SKILLS/QUALIFICATION REQUIRED:

- Excellent computer skills.
- Experience with learning software programs.
- Well organized, with attention to detail and ability to carry out tasks independently.
- Ability to meet deadlines.
- Secure internet connection at home in order to communicate results.

PERSONALITY BEST SUITED FOR THIS POSITION:

A results oriented individual who is comfortable with both working independently on research and communicating to a supervisor. The ideal candidate will be a detail-oriented, enthusiastic individual who has the ability to learn a new software program.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

The desire to help children in foster care is essential.

SCHEDULE:

Minimum commitment: 2 hours per week.

Hours per week: Varies from 2 to 5 hours.

Weekday hours: After initial training, hours are at home; based on the volunteer's schedule.

CONTACT: Ellen Pavlosek, Ellen@afamilyforeverychild.org (541) 343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____