



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Adoption Agency Support Coordinator

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.

To provide the support needed for families to feel successful in parenting a child from foster care.

JOB SUMMARY: Adoption Agency Support Coordinator

Compile the Adoption and Foster Support topics and speakers for ongoing bi-monthly family support meetings. To understand the topics (areas of support needed) that families struggle with in parenting a child from foster care. To find the available resources needed for families.

INTERN RESPONSIBILITIES:

Under the supervision of the Adoption Agency Coordinator – Lisa Long, the intern will:

- A. Compile a list of topics that would provide helpful information to families that have chosen to parent a child from the foster care system.
- B. Create a yearly calendar with the intent to schedule speakers for each family meeting
- C. Reach out to local resources/community partners to schedule dates to speak or provide information at the family support meetings

EDUCATION NEEDED: To be working towards a degree in Human and Family services or psychology.

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
- To feel comfortable doing outreach, communicating with local services.

PERSONALITY BEST SUITED FOR THIS POSITION: Outgoing, able to engage community partners

EXPERIENCE OR SPECIAL SKILLS DESIRED:

SCHEDULE:

Minimum commitment: hours a week

Hours per week; 3-4 hours per week

Days of the week; 1-2 days per week

tasks may or may not be able to be performed from home office.

CONTACT: Program Director; Lisa Long, email; lisa@afamilyforeverychild.org , phone number; 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____