



Newsletter Writer
A Family For Every Child/ Heart Gallery
Adoption Agency Newsletter writer
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: Someone who can create newsletters with articles that pertain to adoption

INTERN RESPOSIBILITIES:

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

- A. Create a reoccurring e-newsletter about adoption
- B. Find Articles with adoption information
- C. Get permission to share the articles through our e-newsletter

EDUCATION NEEDED: Social Work

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

PERSONALITY BEST SUITED FOR THIS POSITION:

EXPERIENCE OR SPECIAL SKILLS DESIRED: Someone who understands what information may be helpful for families adopting from foster care.

SCHEDULE:

Minimum commitment: 2 hours a week

Hours per week: 2-4

Days of the week: 1-2

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

CONTACT: Volunteer Coordinator info@familyforeverychild.org (541)343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____