



**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:** Lisa Long, [lisa@afamilyforeverychild.org](mailto:lisa@afamilyforeverychild.org) , (541)343-2856

**ASSIGNED TO** \_\_\_\_\_

**DATE ASSIGNED** \_\_\_\_\_

**DATE ENDING/COMPLETED IF ONE** \_\_\_\_\_