



Business Advocate Oregon and Washington

***A Family For Every Child/ Heart Gallery
Heart Gallery
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

We have started a Business Advocate effort--Where we are offering business the opportunity to high light a child in their place of business, on an easel, or as a window display to do some specific recruitment for the harder to place children.

INTERN RESPONSIBILITIES:

Under the supervision of the Heart Gallery Director, Heather Smith, the intern will:

- Reaching out to businesses all over the state, seeking sponsored venues, getting them started and linking our web sites

EDUCATION NEEDED:

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Creativity in helping the business decide where and how to set up the display

PERSONALITY BEST SUITED FOR THIS POSITION:

EXPERIENCE OR SPECIAL SKILLS DESIRED:

SCHEDULE:

Minimum commitment: 2 to 3 hours per week

CONTACT: Heather Smith, heather@afamilyforeverychild.org, 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____