



# Data Support/Research Coordinator

*A Family For Every Child/ Heart Gallery*

*Mentor Program*

**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:**

**Researching different support programs that will help our mentors.**

## **INTERN RESPONSIBILITIES:**

Under the supervision of the Mentor Director, Heather Smith, the intern will:

- Research different support materials for our mentors
- Research fundraisers for our mentor program
- Research different mentor programs

## **EDUCATION NEEDED:**

## **SKILLS/QUALIFICATION REQUIRED**

- Computer skills/Data entry
- 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:**

## **SCHEDULE:**

Minimum commitment: 2 to 3 hours a week

**CONTACT:** Heather Smith, [heather@afamilyforeverychild.org](mailto:heather@afamilyforeverychild.org), 541-343-2856

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

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

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