



# 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: Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) 541-343-2856

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

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

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