



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Family Scholarship Program Coordinator
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: Family Scholarship Program Coordinator

This person would research available scholarships and grants available to families to finance adoption. Search for ways to make adoption more affordable.

INTERN RESPONSIBILITIES:

Under the supervision of the Adoption Agency Coordinator the intern will:

- A. Search for Grants/Scholarships related to adoption
- B. Break down the process for what is required
- C. Create a process manual with the steps required for each scholarship/grant
- D. Possibly create a finance option with a bank to finance adoption

EDUCATION NEEDED: Possibly some knowledge of grants and scholarships

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: self starter, able to work independently

SCHEDULE:

Minimum commitment: 4 hours a week

Hours per week: 4 - 10

Days of the week: 1 - 5

FaTasks may not be performed from home office.

CONTACT: Program Director, lisa@afamilyforeverychild.org 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____