



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
Family Support Resource 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: Find Resources that are readily available for Families who are parenting special needs children.

INTERN RESPONSIBILITIES:

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

- A. Research available resources for each county in Oregon
- B. Create a manual with the available resources divided into counties
- C. Explore the steps or process that families would need to go through to use the available resources
- D. Create a list of online trainings/webinars available to families

EDUCATION NEEDED: knowledge of behaviors that parents may need resources for

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: 3 hours a week

Hours per week: 3 - 10

Days of the week: 1 - 5

Tasks 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 _____