



Heart Gallery Expansion Coordinator 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:

Reaching out to photographers and videographers to take photos of children that are looking for forever families.

INTERN RESPONSIBILITIES:

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

- Statewide outreach for photographers and videographers
- Statewide outreach for possible gallery venues/vendors/volunteers, etc.
- Statewide outreach for resources (printing, frames brochures, etc.)
- Assist in organization of storage (frames, photos, etc.)
- Research, outreach and record data on Heart Galleries across the country

EDUCATION NEEDED:

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Well organized with attention to detail and ability to work independently

PERSONALITY BEST SUITED FOR THIS POSITION:

EXPERIENCE OR SPECIAL SKILLS DESIRED:

SCHEDULE:

Minimum commitment: 2 to 3 hours per week

CONTACT: Volunteer Coordinator info@afamilyforeverychild.org 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____