



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

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

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

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