



# Faith-Based Heart Gallery Coordinator

*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:

**Scheduling and maintaining Faith based venues**

### INTERN RESPONSIBILITIES:

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

- Schedule exhibits for our yearly on going Faith-Based Heart Gallery Calendar
- Sending letters/email to prospective faith based sites
- Helping coordinate site set-up prior to exhibits
- Maintaining brochure inventory
- Following up with sites after an exhibit (thank you letters, rescheduling for next year, etc)
- Soliciting donations for needed supplies (frames, easels, etc)
- Data-entry of all of the above
- Creation of a process binder for all of the above (so we can duplicate this program in other parts of the state)

### 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 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 per week

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

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

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

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