



Heart Gallery Local 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:

We are looking for a Volunteer Heart Gallery Coordinator to work from our Eugene/Springfield office. The Heart Gallery is a portrait exhibit displayed to raise awareness of the needs of foster children who are waiting and hoping for their own adoptive family to love and protect them. Professional photographers volunteer to take compelling portraits and these beautifully framed and matted portraits get displayed along with the children's biographies in various venues that will touch your heart. We are looking for a volunteer Heart Gallery Coordinator to work with our Heart Gallery Director.

INTERN RESPONSIBILITIES:

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

- Coordinate Venue Volunteers
- Order Monthly Portraits
- Put together/update (image and bio) packets for our volunteer to pick up and update their venues
- Outreach to new venues

EDUCATION NEEDED:

SKILLS/QUALIFICATION REQUIRED:

- Work as part of a team to brainstorm new ways to create visibility for the Heart Gallery
- 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: 5 – 10 hours a week depending on the time of the month. (the beginning and/or the last week of the month are when most update work is done)

CONTACT: Heather Smith, heather@afamilyforeverychild.org, 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____