



# Data Entry

*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:**

**Emailing and corresponding with venues and venue volunteers**

## **INTERN RESPONSIBILITIES:**

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

- Need to connect via email with our venues and venue volunteers to make sure all venues stay maintained

## **EDUCATION NEEDED:**

## **SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data Entry
- Ability to meet deadlines

## **PERSONALITY BEST SUITED FOR THIS POSITION:**

## **EXPERIENCE OR SPECIAL SKILLS DESIRED:**

## **SCHEDULE:**

Minimum commitment: 2 to 3 hours a month. Need to come in bi-weekly

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

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

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

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