



# 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:** Volunteer Coordinator [info@familyforeverychild.org](mailto:info@familyforeverychild.org) 541-343-2856

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

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

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