



**INTERNSHIP JOB DESCRIPTION**  
**A Family For Every Child/ Heart Gallery**  
**Marketing The Adoption Agency**  
**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: Agency Marketing; to market the agency in a way that engages more families connect with our agency to start the adoption process**

**INTERN RESPOSIBILITIES:**

Under the supervision of Lisa Long/ Adoption Agency Coordinator the intern will:

- A. Research and understand the best way to create awareness to potential adoptive families
- B. Engage with community partners who support our mission to provide awareness
- C. Create a marketing plan using available resources

**EDUCATION NEEDED: Marketing, or Non-profit Business Management, or Entrepreneur**

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Experience using Microsoft Excel and PowerPoint programs
- 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:**

**The ability to think from a non-profit basis**

**SCHEDULE:**

Minimum commitment: 3 hours per week

Hours per week – 3 to 20 hours

Days of the week – 1 to 5

tasks may or may not be able to be performed from home office.

**CONTACT:** Program Director; Lisa Long, email; [lisa@afamilyforeverychild.org](mailto:lisa@afamilyforeverychild.org) , phone number; 541-343-2856

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

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

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