



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: Volunteer Coordinator info@afamilyforeverychild.org phone number

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____