



Photo/Videographer 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:

Our Heart Gallery needs someone who can come in approximately 5 hours a week and help coordinate our Venue Photo Packets, connect with and process Photographers from all over the state as well as nationwide. Someone who can do outreach and connect with Photographers -scheduling photo sessions, following up and processing images once completed

INTERN RESPONSIBILITIES:

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

- Coordinate our Venue Photo Packets
- Coordinate photographers and children
- Follow up on photo sessions
- Process images once they are complete

EDUCATION NEEDED:

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- 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: 2 to 3 hours, 2 days per week

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

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____