



## **A Family For Every Child/ Heart Gallery Intern/Volunteer Job Description Research Sibling Specialty Agency**

### **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: Looking for ways to become a sibling specialty agency, partnering with other agencies, creating cost comparisons**

### **INTERN RESPONSIBILITIES:**

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

- A. Compare costs for adoption of single child vs. sibling group
- B. Research if there a benefit for a family to adopt a sibling group
- C. Contact other agencies who work a lot with siblings
- D. Explore tax credits for those adopting sibling groups
- E. Create a manual

### **EDUCATION NEEDED:**

### **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:**

### **SCHEDULE:**

Minimum commitment: 2 hours a week

Hours per week: 2- 6

Days of the week: 1 - 3

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

**CONTACT:** Lisa Long, [lisa@afamilyforeverychild.org](mailto:lisa@afamilyforeverychild.org) (541)343-2856

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

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

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