



INTERNSHIP JOB DESCRIPTION
A Family For Every Child/ Heart Gallery
WEB PROGRAMMING - BADGES
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:

WEB PROGRAMMING - BADGES

INTERN RESPONSIBILITIES:

Under the supervision of Web Coordinator, Scott Corcoran, the intern will:

- A. Collect ideas from staff about appropriate graphics and slogans
- B. Incorporate them into our badges page.
- C. Test them to make sure that they display adequately on a 3rd party site.
- D. Co-operate with others to make sure that they are known and used.

EDUCATION NEEDED:

Community College, experience with HTML and establishing cut-and-paste areas.

Use of a graphics program such as the Gimp or Photoshop

SKILLS/QUALIFICATION REQUIRED:

- Ability to perceive our site as someone from outside the organization
- Editing experience with Dreamweaver or equivalent
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines

PERSONALITY BEST SUITED FOR THIS POSITION:

Creative, graphics-artistry oriented.

EXPERIENCE OR SPECIAL SKILLS DESIRED:

Experience using graphics tools is always helpful.

SCHEDULE:

Minimum commitment: hours a week

10 Hours per week

Days of the week, weekdays

tasks may be able to be performed from home office.

CONTACT: Web Coordinator, email scott@afamilyforeverychild.org, phone number 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____