



**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 3<sup>rd</sup> 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:** Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) 541-343-2856

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

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

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