



Adoption Policy Researcher
A Family For Every Child/ 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: Someone who is comfortable doing research, Research adoption policies of different states. Someone who understands the verbiage of contracts within government agencies

INTERN RESPONSIBILITIES:

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

- A. Research adoption policies of states that we can partner with for adoptions
- B. Create a manual with a breakdown of the policies, contacts for adoption services
- C. What is required to create a contract or partnership?
- D. Compile needed items to apply for partnerships/contracts

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
- Ability to understand verbiage of contracts

PERSONALITY BEST SUITED FOR THIS POSITION:

EXPERIENCE OR SPECIAL SKILLS DESIRED: It is not required but knowledge of laws, policies and procedures working with government agencies.

SCHEDULE:

Minimum commitment: 4 hours a week

Hours per week: 4 - 10

Days of the week: 2- 5

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

CONTACT: Lisa Long (541)343-2856 lisa@afamilyforeverychild.org

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____