



**SOCIAL MEDIA SPECIALIST INTERNSHIP**  
**A Family For Every Child/ Heart Gallery**  
**Family Finding Department**  
**Social Media Specialist Job Description**

**AGENCY DESCRIPTION:**

*AFFEC* is a nonprofit organization located in Springfield, Oregon.

*AFFEC'S* mission is to finding loving, permanent families for every waiting foster child.

**JOB SUMMARY:**

A specialist is needed who is well versed in social media for organizations to use social media as a tool to grow our organization. This individual will search the internet for relevant content for our Facebook page and Twitter. The intern will also research and implement other social media tools for the purpose of outreach for our organization.

*Family Finding* is an intensive relative search model with the goal of achieving permanency and supportive family connections for children in foster care.

**INTERN RESPONSIBILITIES:**

Under the supervision of the Family Finding Program Local Director; Ellen Pavlosek, the intern will:

- A. Participate in training.
- B. Work independently at home on a home computer with an internet connection on assigned projects.
- C. Communicate results to the family finding director in an organized manner.
- D. Create and maintain a volunteer blog
- E. Educate our family finding volunteers and contacts with updated, relevant content.
- F. Generate content related to family finding for organization's social media sites.

**EDUCATION NEEDED:**

Any major can qualify. This position is ideal for students majoring in non-profit administration, education, psychology, family & human services, communication and English.

**SKILLS/QUALIFICATION REQUIRED:**

- Excellent computer skills.
- Well organized with attention to detail and ability to carry out tasks independently.
- Ability to meet deadlines.
- Secure internet connection at home in order to conduct research and communicate results.
- Prior experience with social media for organizations.
- Good writing skills.

**PERSONALITY BEST SUITED FOR THIS POSITION:**

A results oriented individual who is comfortable with working independently on research and communicating to a supervisor. A detail-oriented, enthusiastic individual who is comfortable using information in innovate ways to achieve results.

**EXPERIENCE OR SPECIAL SKILLS DESIRED:**

The desire to help children in foster care is essential. Experience with social media.

**SCHEDULE:**

Minimum commitment: 2 hours per week.

Hours per week: Varies from 2 to 5 hours.

Weekday hours: After initial training, hours are at home; based on the volunteer's schedule.

CONTACT: Volunteer Coordinator [info@afamilyforeverychild.org](mailto:info@afamilyforeverychild.org) (541) 343-2856

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

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

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