



COMMUNITY OUTREACH AND OPERATIONS

Our Mission

The mission of the Connecticut Alliance of Foster and Adoptive Families is to strengthen foster, adoptive and kinship care families through support, training, and advocacy with the aim of nurturing child safety, well-being, and stability in partnership with child welfare professionals and the entire community.

Our Vision

CAFAF's vision is that the citizens of Connecticut recognize that family life is a necessity for all children. The family creates the optimum environment for appropriate responses to a child's developmental and specialized needs. We also envision that foster, adoptive and kinship care families are of an adequate number, skill, and cultural diversity to assure high quality care for all children. This knowledge, skill and attitude will be transmitted through peer-to-peer empowerment. Lastly, CAFAF strives to help develop communities that are engaged in meeting the unique needs of foster and adoptive children and in supporting their resource families.

Title: Community Outreach and Operations Intern

Reports to: Outreach Coordinator

Status: Unpaid internship. School credit. Flexible hours.

Position Description:

The outreach and operations intern will assist the outreach coordinator with development, communications, and planning for the annual Avenue of Dreams event on March 11, 2023, as well as other varied year-round events to enable people to become more involved with the Connecticut Alliance of Foster and Adoptive Families.

The Role:

- Help spread awareness about the Connecticut Alliance of Foster and Adoptive Families
- Help promote the Connecticut Alliance of Foster and Adoptive Families mission
- Assist in creating the e-blast(s)
- Assist in creating the quarterly newsletters
- Assist in and implement outreach strategies that engage community groups and individuals
- Assist with web and social media updates
- Help at upcoming tabling events
- Primary responsibility will be to assist with the 2022-23 Avenue of Dreams prom event for youth that are in foster care or that have been adopted. This job will entail:
 - Creating flyers, promotional materials, and collateral for the event
 - Soliciting donations
 - Recruiting volunteers
 - Sending thank you letters
 - Organizing dresses
 - Creating gift bags
 - Sorting through shoes, accessories, tuxedos as event nears
 - Being the right-hand person on the day of the event (3.11.23)
 - Organizing volunteers
 - Assisting in making sure that the event runs and flows smoothly throughout the day
- Assist with other medial tasks as necessary

Competencies:

- Planning/organizing-prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives

- Initiative-volunteers readily; undertakes self-development activities; looks for opportunities and asks for help when needed
- Problem solving-identifies and resolves problems in a timely manner
- Interpersonal skills-focuses on solving conflict; listens to others without interruption
- Communication-speaks clearly and persuasively
- Responds well to questions
- Writes clearly and informatively
- Edits work for spelling and grammar
- Comfortable on phone
- Helps where needed

QUALIFICATIONS:

- Minimum of 3.0 GPA
- Exceptional interpersonal skills
- Superb written and oral communication
- Comfort with conducting outreach
- Proficient with Microsoft Suite
- Must be able to work a minimum of 16 hours per week

Unfortunately, because we are a non-profit, we cannot pay. However, you are eligible to receive school credit.

I can be reached at 860-882-8134 or by email at krystal.hernandez@cafafct.org.

Yours Sincerely,

Krystal Hernandez

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Outreach Coordinator