



**ADOPTION OPTIONS
Direct Unpaid Internship
Marketing/Management
Undergraduate Students**

Organization Background

We are a non-profit international adoption agency. We help families adopt children from around the world. We work with Southern California families adopting from most countries that allow international adoptions and also place children from Russia, Kazakhstan, and Kyrgyzstan with families throughout California and the United States.

Project Overview

We are looking for someone who will work independently on numerous projects: Assisting in general office management, monitoring clients' files, managing the agency newsletter, using creativity to develop marketing projects to promote the agency, and other project work as directed by the executive director and staff.

Skills and Requirements:

- Proficiency with internet, Word, Excel, and Publisher.
- Critical thinking skills
- Communication & Writing skills
- Cultural sensitivity
- Ability to work independently and creatively in implementing projects
- Intern must have a car and be willing to drive around San Diego County for marketing and business purposes

To apply send your resume to Lori Weiner at lori@adoption-options.org