Event-Crawler and Data Entry Volunteer

Volunteer Job Description

Cultural Tourism DC (CTDC) is looking for an active, curious, reliable and detail-oriented volunteer to help us grow our Affiliate Program.

As an Event-Crawler and Data Entry Volunteer, you will enter our Affiliates’ events into the CTDC Events Calendar; participate in and write about selected Affiliate events; and help us keep our Affiliate data current. Your experiences also may be published in our weekly e-letter Culture Communiqué.

Essential Duties and Responsibilities

- Upload our Affiliate’s Events on Cultural Tourism DC Events Calendar by entering the following information:
  - Organization’s Name
  - Event Title
  - Date of Event
  - End Date
  - Start Time
  - End Time
  - Location of Event
  - Presenter Name (if applicable)
  - Description of the Event
  - Link to event’s website or organization’s website
  - Image if available
- Keep track of received and posted events.
- Ensure that all data is entered accurately.
- Review all information entered and make corrections where necessary.
- Maintain confidentiality of all data entered.
- Contact Affiliates, when necessary, to improve business relationship.
- Assist to some of our affiliate events, take pictures and write about your experience, this information will be used to feed our weekly Communiqué.

Requirements

- Knowledge of and skilled in use of Microsoft Word and Excel.
- Basic understanding of and experience with data processing.
• Available to work at our office during business hours and/or remotely.
• Accurate and detail oriented.
• Ability to work well independently.
• Sense of humor.

Training & Supervision
Cultural Tourism DC staff will provide an orientation and training in the CTDC offices.

Time Commitment
2 -3 hrs/week.

If you are interested, please send us an email to Volunteer@CulturalTourismDC.org with the following information:

1. Full Name
2. Contact Email
3. Phone Number
4. Why do you want to apply?
5. Why do you think you would be a good fit?

Thank you,

Cultural Tourism DC, Inc.