

Events 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. CTDC's Affiliates are cultural organizations that rely on us to promote their activities and programs through our events calendar, social media and weekly newsletter.

As an Events Data Entry Volunteer, you will enter our Affiliates' events into the CTDC Events Calendar, and help us keep our Affiliate program current.

Essential Duties and Responsibilities

- Enter our Affiliate's programs and events on Cultural Tourism DC Events Calendar by keying-in 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

Minimum 2 - 3 hours per week.

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

1. Full Name
2. Contact Email
3. Phone Number
4. Response to the question: Why will you be a sensational Events Data Entry Volunteer?
5. Resume (optional)

Thank you,

Cultural Tourism DC, Inc.