

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.