



VOLUNTEER POSITION DESCRIPTION

Data Collector (National Database Team)

Overview of Organisation: The Chase and Tyler Foundation (CTF) is an independent charitable organisation working to prevent deadly carbon monoxide poisoning throughout Australia. We deliver a national preventive health effort by working with stakeholders for an effective sustained investment in prevention and health promotion.

Position Description: The Chase and Tyler Foundation is developing a national gas fitter/plumber database, where consumers can go to ensure the tradie they're using is qualified and has appropriate training for gas appliance servicing. Volunteer Data Collectors will be contacting businesses and then collecting and compiling data.

Responsible to: Team Leader (National Database Team)

Time Commitment: The project is looking for someone that can give approximately 1 day per week from October 2018 - January 2019. There will be meetings approximately every fortnight (outside of business hours) in the St Kilda area which you will need to attend.

Key Responsibilities:

- Contacting gas fitters/plumbers methodically to verify qualifications
- Maintaining electronic files (saving, uploading, electronically filing, etc)
- Maintaining an accurate database of gas fitters/plumbers contacted
- Undertake other administrative tasks and responsibilities as deemed appropriate by the Team Leader and Executive Team

Skills:

- Ability to work independently and as part of a virtual team
- Attention to detail when performing work tasks
- Able to maintain accurate record of all database information and file accordingly
- High level computer literacy (Gmail/Outlook, MS Word, MS Excel)
- Excellent verbal and written communication skills (confidence on the phone is very important)
- Excellent verbal and written communication skills
- Excels at planning, organising and prioritising
- Demonstrated initiative and a 'can do' approach
- Exhibits energy and enthusiasm and an interest in working in the nonprofit sector

To apply: Email resume (in PDF format) volunteer@chaseandtyler.org.au