

Volunteer Job Description

Database Coordinator

Micah Challenge is currently looking for a motivated volunteer to join our team in the position of Database Coordinator in our National office in Sydney.

Micah Challenge has a vision to see Christians acting as agents of hope for and with the poor, as an integral part of our Christian faith. We want to encourage the leaders of all nations to fulfill their commitments to the Millennium Development Goals to halve absolute global poverty by 2015.

Micah Challenge Australia is endorsed by over 50 Christian aid and development and mission organisations. More than 114,000 Australians have signed the Micah Call, a statement that affirms the power of God to transform our lives spiritually, socially, emotionally and politically.

Purpose of position

An effective, functional and up to date database is essential to help us achieve our vision for change for the poorest people in our world.

The Database Coordinator is responsible for assisting with the clean-up and enhancement of the Micah Challenge database. The Database Coordinator will facilitate more effective analysis of data, which will in turn enable Micah Challenge to make more meaningful connections with agency partners, politicians and supporters.

Key Tasks

- Remove hard bounce records and check data integrity
- Refine the structure of the database for more effective data analysis
- Provide data analysis and reports from raw data

Criteria

- Commitment to the core values of Micah Challenge
- Intermediate level computer skills – Word, excel etc.
- Capacity to learn our database software – training provided
- Analytical skills
- Excellent eye for detail
- Experience with databases

Time Commitment

- An initial commitment of 1 day per week for a minimum of 6 months, with a review of requirements after 6 months. The position will be based initially with the team at the Micah Challenge office in Sydney, with scope for some remote work

Any questions/queries can be directed to our office 9356 8500 or info@micahchallenge.org.au. Please send applications and expressions of interest by email to info@micahchallenge.org.au by 29 February 2012. Please note this is a volunteer role.