



## POSITION DESCRIPTION

**Position Title: Database Assistant (volunteer – 1 day a week)**

**Location: Brisbane, Queensland**

### About the role

We are seeking an individual with data management and digital experience to assist in getting our shiny new database fully operational and helping launch a separate digital development project!

This is a volunteer position for 1 day a week, for an approximate 3-month period (or until project is complete) and is open to flexible working arrangements (the ability to work from our West End office is preferred).

The successful applicant will assist in organising all existing data from Reef Check Australia reef health monitoring surveys, information on survey sites including location and maps, surveyor information and paperwork, and survey photos.

In addition, they will assist with fixing minor bugs, uploading images and paperwork, and other tasks. Previous coding experience, or experience with video & photo editing software would be preferred – though not required. The candidate will also be responsible for sourcing imagery and editing.

### About Reef Check Australia

Reef Check Australia is an innovative environmental charity dedicated to protecting Australia's reefs and oceans by engaging the community in hands-on citizen science research, inspiring education and practical conservation activities. As part of the Reef Check network, we offer local action with a global connection to more than 90 initiatives around the world.

### Key Responsibilities

- Work closely and communicate with RCA staff throughout project
- Work through 'Job List' to correct errors in database
- Edit site descriptions and other content in the database, under guidance from supervisor
- Edit image and video content
- Edit and rewrite existing RCA materials, under guidance from supervisor
- Upload photos from surveys and sites
- Upload and check paperwork of active surveyors



## Essential Selection Criteria

- Ability to work independently and as part of a team
- Excellent organisational skills and attention to detail
- Excellent computer literacy and data management skills
- Excellent written, verbal and visual communication skills
- Excellent problem-solving skills
- Understanding of, and experience with, managing large datasets and databases

## Desirable selection criteria

- Understanding of Reef Check survey methodology
- Image and video editing experience
- A good eye for design

## Reporting

This position reports to the SEQ Project Coordinator (Rory Mulloy) and the Community Engagement and SEQ Programs Manager (Jodi Salmond)

**Closing date:** Until Position Filled

**How to submit your expression of interest:** If you are interested in being part of developing a dynamic and innovative organisation, please send your CV with a short cover letter telling us why you are interested in this role, how you can deliver on the key responsibilities, and how you meet the selection criteria.

**Contact:** Joanne Needham (General Manager), 0479 160 990, [joanne@reefcheckaustralia.org](mailto:joanne@reefcheckaustralia.org)