



## ACCOMMODATION & SERVICE PROVIDERS DEVELOPMENT COORDINATOR

<b>Placement Site:</b>	Edmund Rice Institute for Social Justice – Fremantle
<b>Site Description:</b>	The Edmund Rice Institute for Social Justice works to build community commitment and capacity to act and reflect around matters of social justice and human rights. Our centre seeks to promote action and thought that might assist better outcomes for entire societies and for the least fortunate in particular.
<b>Address:</b>	24 High Street, Fremantle WA
<b>Telephone:</b>	(08) 9432 2410
<b>Email Address:</b>	<a href="mailto:volunteers@erisj.org.au">volunteers@erisj.org.au</a>
<b>Website:</b>	<a href="http://www.erisj.org.au">www.erisj.org.au</a>
<b>Contact Person:</b>	Volunteer and Internship Coordinator
<b>Time Commitment:</b>	<b>4 hours per week</b>

### Position Description

Meet with and develop positive relations with Accommodation Providers, from backpackers to four star, within a one kilometre radius of the ERISJ Fremantle. Negotiate with Accommodation Providers the following: 40% discount of standard rates with guest receiving 30% discount and 10% being directed to our organisation. Promote advantages of the partnership including: free advertising on our promotional material, advertising and endorsement on our website as a preferred provider, and reduced rates for yourself to our events. Meet with and develop positive relations with associated businesses such as local book stores, caterers and eating establishments. Negotiate reduced costs and charges in exchange for similar advantages as listed above.

<b>Desirable Skills / Attributes:</b>	Partnership development and negotiation skills Promotional and advertising knowledge and skills Computer skills including knowledge of email, mail merge, database and Access Be courteous and have an excellent telephone manner Skilled at clear, concise and friendly letter writing Understanding of Project Development and Management Motivation and interest in Social Justice and Human Rights issues Ability to work with minimal direction
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<b>Supervision/Support:</b>	Volunteer and Internship coordinator will provide supervision and support as required.
<b>Training/Induction:</b>	Volunteer training and induction into the Edmund Rice Institute for Social Justice, Fremantle will be provided.
<b>Fee Structure:</b>	A one-off fee applies for the compulsory training and induction. Please see our website for details of the fee structure.