



FUNDING, GRANTS AND TENDERS DATABASE COORDINATOR

Placement Site:	Edmund Rice Institute for Social Justice – Fremantle
Site Description:	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.
Address:	24 High Street, Fremantle WA
Telephone:	(08) 9432 2410
Email Address:	volunteers@erisj.org.au
Website:	www.erisj.org.au
Contact Person:	Volunteer and Internship Coordinator
Time Commitment:	8 hours per week

Position Description

The Funding, Grants and Tenders Database Coordinator will develop and maintain the ERSIJ database. They will manage notification of due funds, grants or tender applications through an established notification process to ensure that due dates are met. They will collate support information for submissions and seek line item quotes as necessary.

Desirable Skills / Attributes: Understanding of project development and management
Computer, access, excel, database and internet skills
Familiar with Funding, Grants and Tender process
Strong time management and organisational skills
Motivation and interest in Social Justice and Human Rights issues
Ability to work with minimal direction

Supervision/Support: Volunteer and Internship coordinator will provide supervision and support as required.

Training/Induction: Volunteer training and induction into the Edmund Rice Institute for Social Justice, Fremantle will be provided.

Fee Structure: A one-off fee applies for the compulsory training and induction. Please see our website for details of the fee structure.