



Lane Coalition for Healthy Active Youth **LCHAY Volunteer Position: Database and Website Support**

LCHAY (Lane Coalition for Healthy Active Youth) is a private, nonprofit organization, dedicated to preventing childhood obesity and related diseases in Lane County. We accomplish this through raising public awareness of the issue, causes and impacts of childhood obesity; and organizing community advocacy for programs, policy and environment change to improve access to healthful foods and decrease consumption of energy-dense high-sugar high-fat foods; increase daily physical activity among youth; and reduce the amount of time kids spend watching TV, video games and the internet.

LCHAY is seeking a volunteer to help organize and update our email distribution list and database; review, analyze and create simple reports on the number of visitors and pages viewed on our website and electronic newsletters; and to provide ongoing support by maintaining and updating our website.

The successful volunteer for this position has a high comfort level working with web-based programs and in basic data entry in Excel. Specific training on the editor function for our website will be provided.

TASKS & RESPONSIBILITIES

- Organize and update email contacts and donor database
- Upload new content, documents and pictures to our website
- Verify and update information in our web-based Activity Guide
- Provide occasional reports and recommendations regarding website traffic patterns and e-news “open” rates

SKILLS & QUALIFICATIONS

- Organized, consistent and reliable
- Proficient with Microsoft Office Suite including word processing, formatting, Excel, and web-based programs
- Excellent communication skills
- Willing to learn and perform new tasks
- Concerned about issues of child health and wellness and public policy advocacy

HOURS:

The number of hours is flexible and varies, and can be adapted based on volunteer’s availability.

Reply to:

Laurie Trieger
Executive Director
(541) 682-4306
Email: laurie@lchay.org

PO Box 264
Eugene, OR 97440
Website:
www.lchay.org