

## Volunteer Job Description

**Title:** Newspaper Clippings Archives

**Purpose:**

We keep track of what is being said in the local newspapers with respect to CPAWS and environmental issues for three purposes:

1. To provide our funders with updates on our work and our coverage in the media
2. To hold politicians and political parties accountable to promises and statements made with respect to the environment. This is particularly useful during election campaigns.
3. To maintain a historical record of issues covered in the media regarding Yukon protected areas.

The clippings are being scanned and saved as pdf documents. However, to make it easier to find specific articles on specific topics, we want to keep track of all clippings in a searchable database. This way we can easily search for quotes by politicians or follow a specific topic over many years.

**Deliverables:**

- A database of media clippings that is searchable by topic, keywords and by category.

**Tasks:**

The media clippings database is already set up for data entry (using I Match software). We need somebody to enter data about each media clipping.

1. Import any new media clippings that are in pdf format into the I Match database.
2. For each record (pdf file) enter relevant information such as date, page number, newspaper, brief topic description, staff name, politician names and keywords.
3. Assign each record to one or more topic categories that will be used for browsing the database.

**Qualifications**

You must be knowledgeable of environmental and political issues in the Yukon, in particular the types of issues CPAWS-Yukon deals with. You must feel comfortable with data entry and general database management. You do NOT have to be familiar with the database software we are using as you will be trained in its use.

**Timeframe**

This is a new project and as yet we do not have a good estimate on how much time it will take, however it will be an ongoing project. There will be flexibility in the frequency that the volunteer could come in to do the work (for example, you could come in once a week for a couple of hours, or you could come in once a month for a whole day, or somewhere in between).

**Site**

The software and the pdf files are housed on the Images computer at the CPAWS office. Since contractors and staff sometimes use this computer it is best to let the Office Administrator know when you plan to come in to use the computer so she can advise you if there is a conflict.

**Supervision**

One of our staff will train you in the use of the software and will work with you in the beginning. If you encounter any problems or have any questions you should contact them at any time.

**What do you get out of it?**

A chance to become familiar with hot environmental issues facing the Yukon today, help us to hold politicians accountable to promises, help us prepare to make the environment an important issue in the next territorial election, help us in reporting back to our funders, learn how to use a new image management software...