



MANITOBA ECO-NETWORK

3-303 Portage Ave., Winnipeg MB R3B 2B4
Tel: 204-947-6511 Fax: 1-866-237-3130 www.mbeconetwork.org

Position Title: Data Entry

Work Location: We will have a workspace and computer available for you in our EcoCentre office (3rd floor- 303 Portage Ave, Winnipeg).

Purpose of the Position: The Manitoba Eco-Network is supported by a number of generous individuals and organizations. We need to keep our membership database and communication lists up to date in order to serve best serve them.

Responsibilities and Duties:

- Update membership database Sumac
- Update Mail Chimp communication lists
- Ensure other Eco-Network files are up to date
- Other organizational and administrative duties as assigned

Qualifications:

- Detail oriented and organized
- Good interpersonal skills
- Trustworthy and understands importance of confidential material
- Familiarity with Microsoft Office, Mail Chimp, Sumac, or Wordpress would be an asset
- Volunteers with entry-level and advanced experience are welcome to apply

Commitment Expected: In addition to orientation, please expect to commit 1-4 hours per week (time commitment is dependent on volunteer preference).

All volunteers are asked to make a three month commitment.

If this opportunity interests you and for more information, please contact our Coordinator Veronica Sharkey at info@mbeconetwork.org