



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: Website Researcher

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 website is used as a platform to disburse environmental news, resources, and opportunities. We are looking for someone to assist us in researching and publishing new website material. This may include projects like updating our Funding Guide, researching Green Jobs, and keeping up to date on Green Events.

Responsibilities and Duties:

- Review website/media guidelines and work plan
- Curate web content for mbeconetwork.org which accurately and appropriately represents Manitoba Eco-Network and advances environmental causes
- Work with Coordinator to approve content and establish posting schedule

Qualifications:

- Basic research skills required
- Interested in and knowledgeable about environmental events, news, and opportunities
- Comfortability with Wordpress is 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