



# MANITOBA ECO-NETWORK

3<sup>rd</sup> Floor 303 Portage Ave., Winnipeg MB R3B 2B4  
Tel: 204-947-6511 [www.mbeconetwork.org](http://www.mbeconetwork.org)

## Job Description

### Digital Engagement Coordinator

#### Overview

The digital engagement coordinator will play an important role in expanding the digital presence and capabilities of the Manitoba Eco-Network (MbEN), and support our policy analysis, research, and community engagement projects and activities. The digital engagement coordinator will work closely with the Executive Director and Resource Manager.

#### General Responsibilities

- Post regularly on social media platforms and help build the organization's connections online
- Coordinate and support the distribution of relevant information and articles on social media
- Maintenance of membership and donation database
- Contribute to Eco-Journal newsletter
- Update website with content
- Assist in event planning and outreach activities

#### GIS Responsibilities

- Generate maps and related graphs and charts
- Plan map content, format and design and compile required data from aerial photographs, survey notes, records, reports and other maps
- Maintain and manage digital database
- Process data to conduct basic analyses of trends
- Write specifications and technical reports
- Create GIS storyboard

#### Experience Required

- Fluency in Facebook, Twitter, Instagram, MailChimp, Word Press, WIX, ArcGIS, Adobe InDesign/Photoshop, Microsoft Office
- Experience conducting research, report-writing, statistical analysis, mapping and GIS
- Experience with using/developing databases/spreadsheets
- Excellent verbal and written communication skills
- Self-motivated, driven, and organized with good time management skills
- Passion for social and environmental justice and experience volunteering or working in a related field



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This is a 10-12 month contract at \$18 per hour for approximately 28-35 hours per week, with an anticipated start date of late September/early October 2020. Some flexibility on work schedule can be arranged. The contract may be extended based on funding availability.

MbEN is a unionized workplace. This position falls under our collective agreement with the Canadian Union of Public Employees.

## **Application details:**

Manitoba Eco-Network is committed to Employment Equity and welcomes applications from all qualified candidates.

This position is supported by the Eco-Canada Science Horizon Internship Program. Applicants must meet the following criteria set by the program:

- Currently unemployed or underemployed
- Able to work in a full-time, permanent position within 30 days from application
- Intend to lead an environmental career in STEM or natural resources
- Graduated from a recognized post-secondary institution with a 2 year diploma or 4 year degree
- 30 years of age or younger, Canadian citizen, permanent resident, or have refugee status

**The deadline for applications is Friday September 25<sup>th</sup>, 2020. Please send your resume and cover letter to [info@mbeconetwork.org](mailto:info@mbeconetwork.org)**

We thank all those who apply. Only qualified applicants who are selected for an interview will be contacted.