



MANITOBA ECO-NETWORK

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Resource Manager – July 15, 2021 – Manitoba Eco-Network

Overview

The Manitoba Eco-Network (MbEN) is a not for profit, registered charity, which has been connecting Manitoba's environmental community and educating the public about environmental issues since 1984. MbEN uses a blend of program delivery and networking opportunities to carry out this mandate.

The Resource Manager supports the programs, research, and community engagement activities of MbEN. In particular, the Resource Manager will lead the Healthy Environment, Healthy Neighbourhood (HEHN) project, an interdisciplinary study examining how inner city inhabitants are impacted by neighbouring industrial development and brownfield sites in Winnipeg. Other duties include managing our communications/outreach and incubating new projects/campaigns that meet the objectives of the MbEN strategic planning priorities. The Resource Manager will work closely with the Executive Director and various committees of the MbEN Board.

Qualifications

- Academic and/or professional experience suitable to the position (or a combination suitable education and experience). A relevant Graduate degree is desirable.
- Project management and organizing skills.
- Proven ability to create and maintain an effective and positive work environment.
- Demonstrated excellent workplace leadership skills in a complex work environment.
- Experience conducting research and analyzing government policy, legislation, and other documents.
- Experience using/developing databases.
- Fluency in using various platforms including Facebook, Twitter, Instagram, MailChimp, LinkedIn, WIX and Word Press.
- Professional and collaborative, with strong written and oral communication skills. Writing is a very important aspect of this position.
- Self-motivated, driven, and organized with good time management skills.
- Experience volunteering or working in a related field, and working with vulnerable or underserved populations.
- Commitment to pursuing environmental and social justice, equity and decolonization, and nurturing diversity and inclusivity wherever and however possible.

General Responsibilities

- As Project Lead, implement Healthy Environment, Healthy Neighbourhood project.

- Improve/maintain website and build the organization's connections and networks online and off-line.
- Coordinate and support the distribution of relevant information and articles on social media and through the MbEN newsletter.
- Help develop strategies to implement Phase 2 of the Building Community Climate Resiliency Project.
- Maintenance of membership and donation database.
- Assist in the implementation of the Eco-Journal newsletter/tabloid.
- Develop/incubate new projects/campaigns.
- Develop grant applications and report to various funders.
- Assist in fundraising/appeal campaigns.
- Assist in the day-to-day operations of the EcoCentre and Manitoba Eco-Network.
- Help implement elements of MbEN's current Strategic Plan.

Application Details

This is a one-year contract beginning in the first week of September, and renewal is dependant upon funding. However our intention is to make this a permanent career-orientated job.

MbEN is an equal opportunity employer. We are actively seeking to build an inclusive and diverse team and strongly encourage qualified candidates from diverse backgrounds to apply.

The salary range for this position is \$38,000 to \$44,000 per annum, 35 hours per week and benefits as per CUPE Collective Agreement. Three weeks holiday per year, with an additional week off between Christmas and New Year's is part of the Agreement.

Please send your application to Glen Koroluk at: executivedirector@mbeconetwork.org by August 15, 2021. Only those considered for an interview will be contacted.