



MANITOBA ECO-NETWORK

3-303 Portage Ave., Winnipeg MB R3B 2B4
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Volunteer Position

Eco-Businesses and Social Enterprise List Manager

Manitoba Eco-Network is a non-profit organization which promotes positive environmental action. Our organization's mission is to facilitate environmental awareness and expand community connections. We serve as an umbrella for environmental non-governmental organizations across the province. We welcome individual, environmental non-governmental organizations, and associate members, to our organization.

ROLE: Eco-Businesses and Social Enterprise List Manager

PURPOSE & DUTIES: Manitoba Eco-Network has begun compiling a list of eco-businesses and social enterprises to be used as a resource for our work as well as for our member organizations. We need a volunteer to develop this database to cover Winnipeg as well as Manitoba at large.

As a volunteer, your duties are:

- Finding eco-businesses and social enterprises located in Manitoba to add to our list;
- Adding up-to-date contact information, including the date the entry was added

QUALIFICATIONS & REQUIREMENTS:

- Minimum of a high school degree;
- Access to a personal computer to work from home;
- Access to a personal email and phone;
- Familiarity with computers and the internet;
- Ability to work with Microsoft office, especially with Microsoft Excel;
- Willingness to email and cold-call news organizations to confirm information;
- Ability to commit to at least 2 hours of work weekly and up to 5 hours weekly;
- Knowledge of green businesses and social enterprises a plus;
- Experience with managing databases a plus.

CONTACT: Please send resume to info@mbeconetwork.org