



# MANITOBA ECO-NETWORK

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

## Volunteer Position

### Media 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:** Media List Manager

**PURPOSE & DUTIES:** The Manitoba Eco-Network needs to ensure that we have the best resources available to us to conduct our work in environmental advocacy. This includes our access to the right media personnel to share news about our projects. We also provide this list of media sources to other groups in our network to assist in their outreach and public relations work. Our database needs to be examined and updated for accuracy and comprehensive coverage.

As a volunteer, your duties are:

- Checking the media list to make sure the contacts and emails are up-to-date;
- Locating new contacts to add, especially rural newspapers;
- Other related duties as assigned.

### 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 contact information;
- Ability to commit to at least 2 hours of work weekly and up to 5 hours weekly;
- Experience with managing databases a plus.

**CONTACT:** Please send resume to [info@mbeconetwork.org](mailto:info@mbeconetwork.org)



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