



# MANITOBA ECO-NETWORK

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## Volunteer Position

### Wordpress Website Consultant

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:** Wordpress Website Consultant

**PURPOSE & DUTIES:** We are looking for a short-term volunteer to check our Wordpress website to make sure it is running well and has the updates and plugins updated appropriately. Since it was first created, the website has gone through many changes and challenges. We want to make sure that the version we have now is fully updated to enable easy updates.

As a volunteer, your duties are:

- Check the Wordpress site to make sure the version we are using is updated;
- Identify old or broken code and remove them;
- Make any program updates as needed;
- Advise us on any challenges we may have been having with website updates.

### 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;
- A strong sense of integrity and discretion for working with our website;
- Ability to commit to at least 2 hours of work weekly and up to 5 hours weekly;
- Strong familiarity and capability with Wordpress;
- Experience with computer consulting a plus.

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