

We are seeking an energetic, team player to join the staff of the **Manitoba Eco-Network**. This is a great opportunity for someone looking to establish a place for themselves in Manitoba's environmental community as a key part of a dynamic organization.

Manitoba Eco-Network

We collaborate, educate, and advance sustainability to the benefit of the environment and society through our members, networks, and programs.

We are a non-profit charity which promotes positive environmental action by connecting people and groups in our communities and aims to be an environmental resource for all. Since 1988, the Manitoba Eco-Network has been carrying out public education on matters concerning the environment.

Position Summary

The Eco-Network Coordinator is a critical first point of contact and supports interaction between Manitoba Eco-Network staff and members, tenants, as well as the general public.

The Eco-Network Coordinator works under the supervision of the Executive Director, collaborating with the ED to manage the EcoCentre and to provide membership services. Website and social media management, as well as assisting with various forms of fundraising, are integral to this position.

Qualifications

The successful candidate will have a minimum of 2 years administrative or customer relations experience, strong organizational skills, and keen attention to detail. Post-secondary education in environment or administration and knowledge of Manitoba's environmental community is desirable. Excellent interpersonal, oral and written communications skills; the ability to respectfully manage multiple priorities in a demanding environment; computer proficiency and experience in website content and database management are essential.

Terms of Employment

This is a full-time position, 35 hours per week – typical hours are 9:00 AM to 4:30 PM, with some evening and weekend work required. Starting salary \$18.00/hr.

To Apply

Please submit your résumé with 3 references and cover letter to Curt Belton, Executive Director, at curtb@mbeconetwork.org by no later than **12 PM on Thursday, June 9, 2016**.

We thank you for your submissions, but only those selected for an interview will be contacted. **No phone calls please.**

Application deadline: 09 / 06 / 2016