



Member Portal Coordinator (Volunteer)

March 2019

At Green Economy Canada we envision an economy where environmental sustainability, human well-being, and business success are synonymous. Our mission: to launch, grow and promote a network of local hubs engaging business to drive the sustainable economy.

Green Economy Canada (formerly Sustainability CoLab) works with community organizations to launch, grow, and promote Green Economy Hubs across Canada. [Green Economy Hubs](#) support networks of local businesses – [Green Economy Leaders](#) – to set and achieve sustainability targets. They bring together, empower, and celebrate businesses as they achieve their goals.

Green Economy Canada builds capacity in community organizations to deliver impactful sustainability programs for businesses by providing training, resources, peer support, connections, and access to partnerships. **We leverage** the collective impact of Green Economy Hubs to mobilize network-wide funding, engage in policy discussions, and share stories of success to demonstrate that a sustainable economy is possible.

Position Overview:

The Member Portal Coordinator (MPC) works directly with the Network Engagement Manager (NEM) and others on the Hub Success Team to strengthen the communication and knowledge infrastructure across Green Economy Hubs. Specifically, the MPC **will support the ongoing improvement and maintenance of our online portal**, the Green Economy Commons (“the Commons”), the central discussion and knowledge sharing community for a network of ~50 staff and volunteers. The MPC ensures our network continues to rely on the Commons for knowledge transfer, information sharing, and connection to peers working to build a green economy.

This is an excellent opportunity for someone who wants to gain understanding and experience of how online communities are designed and maintained, the administrator back-end of websites/online communities, and creating knowledge infrastructure.



The MPC's work will affect the day-to-day experience of our network: see these actual quotes from Commons users:

"The Commons is different from any other platform I've used before. People actually engage with it and it's useful in my day-to-day work. Whatever you're doing differently with the animation, it's working!"

"This is by far the most supportive and connected network I've been part of. The Commons is the most useful shared member space I've seen."

Duties and Responsibilities:

"Quarterback" refers to primary ownership/accountability for a particular piece of work as being led by the MPC, whereas providing support on tasks being led by others is termed "Contributor".

Updates and Maintenance to Improve User Experience (Quarterback)

- Execute structural improvements to how information is laid out on the Commons
- Build out site infrastructure (new pages, resource folders, wikis) for new or revamped sections
- Make regular updates to dynamic sections (e.g. meetings calendar, need-to-know dates, current events slideshow)
- Improve reference material (ensure material is current and accurate, improve navigability).

Resource Updates and Improvements (Quarterback)

- With the direction of the Hub Success Team, implement updates and revamps of key resources to ensure Green Economy Hubs have useful, relevant, easy-to-use materials for engaging businesses in sustainability action.

Key Skills and Characteristics Required to Succeed in this Role:

- Experience with and interest in user experience, web navigation, and online communities
- Ability to put yourself in others' shoes: e.g. to assess the user and the admin experience
- Ability to grasp key concepts from large volumes of information, and to make the key concepts more salient
- Comfortable working independently and within a virtual team
- Experience with website updating/maintenance and/or intranets/online portals is considered a major asset but is not required



Time Commitment

This is a 6 month opportunity (with possibility of extension). Time commitment is 5 hours per week, including a 15-minute check-in twice monthly, and a 1-hour team meeting every six weeks.

Location

Flexible, with a preference for the GTA

What's it Like Working at Green Economy Canada?

Green Economy Canada is an equal opportunity employer. We want to be an organization where a diverse mix of talented people do their best work because of, not in spite of, our differences. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation.

At Green Economy Canada, we seek to blend the nimbleness and autonomy of a small team with the influence and opportunities afforded to a national network.

Here's a bit about us:

- We are bold, ambitious and optimistic. Our vision is for an economy that makes environmental sustainability, human well-being, and business success synonymous.
- We care about what we each accomplish, not where we work from or how many hours we put in (we work remotely, but gather as a virtual team at regular intervals).
- We want working together to feel effortless and the ways we work together to be intuitive.
- We embrace innovation: we're willing to take risks, we know we'll make mistakes along the way, and we push ourselves to apply what we learn each time. At Green Economy Canada, it's okay to fail.
- We have fun, enjoy working together, and laugh often.
- We're not satisfied with the status quo: we don't think "because that's how it's always been done" justifies a course of action. We challenge each other, think critically, and strive for objective decision-making.

Learn More About Green Economy Canada:

- Visit greeneconomy.ca
- Check out our most recent [annual report: https://greeneconomy.ca/annual-reports/](https://greeneconomy.ca/annual-reports/)
- Check out this [4-minute video](#) on why businesses participate in Green Economy Hubs



- Join the conversation on Twitter [@greeneconomyca](https://twitter.com/greeneconomyca)

To Apply:

Please send a resume and short letter explaining your interest in the role to Alia Tulloch, Operations Manager, at hr@greeneconomy.ca by 11:59pm on March 17th, 2019. Please include "Member Portal Coordinator" in the subject line of your email. Please also advise if you have any accommodation needs.