



Website Manager

We are looking for an individual to maintain weekly updates to our website. This position will work closely with the Executive Director and Communications person to update news items and initiatives on our websites. The nature of our work requires speedy updates to our websites to keep our audience informed and able to take immediate action. The ideal candidate is available up to 3 hours per week, is responsive, and maintains clear communication about their availability. Though we encourage input and creativity, this position is mostly technical as website content will mostly be written by our Executive Director.

The Rescue Lake Simcoe Coalition was formed through the coming together of founding groups in 2003. The founding Directors saw that if Lake Simcoe's health were to improve, empowered and informed people would need to be part of the answer. Education and empowerment of local groups is the way we make a difference. We have 29 groups in our coalition. We focus on promoting dialogue between citizens and their governments around the lake. By sharing information and opportunities for collaboration and action, we learn what is relevant, and work together towards important goals. Our most recent work has been to inform and engage Lake Simcoe watershed area residents and politicians on the topics of the environmental impacts of the Bradford Bypass, urban sprawl, Bill 23, and cuts to the Greenbelt. Learn more about our work at rescuelakesimcoe.org

Responsibilities:

- Conduct weekly updates to our website (<https://rescuelakesimcoe.org/> and <https://www.stopsprawl.ca/>) as per the Executive Director's instruction.

IMPORTANT NOTE: *This is an unpaid, volunteer position. Fully virtual.*

Qualifications and Requirements:

- Experience using MailChimp, Wordpress and Weebly or similar programs
- Experience in a similar role is an asset
- Strong professional writing skills an asset
- Interested in water stewardship and environmental issues
- Ability to work independently and use the technical support offered by the website platforms
- Must reside in Simcoe County, Durham Region or York Region
- Must be available up to 3 hours a week
- Must have reliable access to internet and computer

Offering:

- A chance to volunteer with a grassroots organization that actively fights for environmental change
- Join a team of motivated volunteers from Simcoe and Durham Counties and York Region with diverse knowledge and experience in environmental action
- Start Date: Preferably as soon as possible, but we can be flexible for the right candidate
- Volunteer hours for high school students

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To apply, email your responses to the questions below to alessiamole1@gmail.com and RescueLakeSimcoeCoalition@gmail.com

- 1) Summarize your relevant interests and experiences for this role (200 word limit)**
- 2) Why would you like to volunteer with RLSC, and what would you like to learn in this position? (200 word limit)**

Also send any questions you might have to alessiamole1@gmail.com