



Helping people live sustainably

Volunteer Opportunity Website Editor

Local environmental charity seeks an experienced website designer/editor to provide recommendations and respond to requests to improve the user experience on our website. Your ability to effectively organize online content in visually appealing ways will help us communicate our mission, milestones, accomplishments, and upcoming events to the community by means of an intuitive and easy to navigate public platform.

Reep Green Solutions is an environmental charity that helps people in Waterloo Region live sustainably. We work to empower people with the practical tools, knowledge and capacity for action to make sustainable living the norm. Our current focus areas are home energy efficiency, water conservation, green infrastructure, and waste reduction. In short, we work together with the community on practical solutions for addressing and adapting to climate change.

The Role of the Website Editor:

- Be the go-to person for website related requests and changes for a WordPress hosted website;
- Update content (text, images etc.) and improve layouts/formatting;
- Collaborate with and provide recommendations to the Reep team on how to improve the user experience of our website to improve speed, ease of navigation and SEO.

We're looking for someone with:

- Proficiency with WordPress is required;
- Ability to effectively organize website information in visually appealing ways;
- Strong attention to detail;
- Ability to work independently, as well as to collaborate effectively as a team;
- An interest in and commitment to community sustainability;
- Experience in digital marketing is an asset.

Term: We are looking for a 6-month commitment from a dedicated volunteer, donating approximately 2-4 hours per week, as well as attendance at occasional meetings. Majority of work can be conducted independently and remotely on your own schedule.

If you are interested in joining our team, please send your:

- a) Cover letter/email explaining why you are interested in this position &
- b) Resume/summary of applicable skills and work experience

via email to Volunteer Recruitment Lead, Anja Krstic at volunteerrecruitment@reepgreen.ca.

*Please Indicate where you heard of this posting.

Reep Green Solutions offers a fun and caring team environment consisting of staff and volunteers, working towards the shared goal of leaving our children a more resilient, vibrant, caring and sustainable community.