



## SMALL CONTRACT FOR A WEB WIZARD THAT LIKES MEANINGFUL WORK

### What we're looking for:

We're seeking a skilled web developer with Wordpress expertise to take on a small project that would support organizations across Ontario in reducing their environmental impacts and embedding sustainability into how they operate. We are looking to create a web-based tool that allows non-profit organizations in the CoLab Network to create graphical, report card-style reports for their program members that can be viewed online and downloaded as PDFs. A more detailed description of the project is found below.

**Contract Value:** Negotiable.

**Timeframe:** Work can be done part-time or full-time, but should be completed within ten weeks of contracting.

**Location:** Flexibility to complete the work from wherever and whenever. Availability for periodic update phone calls during the work day would be preferred, but we can work with evening schedules if needed.

### BACKGROUND:

Sustainability CoLab helps communities launch and grow programs that help businesses to reduce their greenhouse gases and other environmental impacts. We were created to scale a successful program called the Regional Sustainability Initiative led by Sustainable Waterloo Region. Within 5 years of launching, the program grew to engage 65 organizations – representing 14% of Waterloo Region's workforce in working to set and achieve sustainability goals. Organizations participating in this program had already achieved 19,000 tonnes of GHG reductions and collectively committed to reducing 45,000 tonnes within ten years– the equivalent of taking 5000 cars off the road each year. CoLab was created to replicate the success of the RSI program with other communities, and now supports a network of 8 non-profits organizations across Ontario who are operating similar programs.

### THE AUTOMATED MEMBER REPORT PROJECT:

One of the ways that the Regional Sustainability Initiative and other programs in the CoLab Network encourage their member organizations to make progress towards reducing their environmental impacts and embedding sustainability into how they operate is through the creation of quarterly member reports. These reports help drive engagement in the program by allowing members to see their progress and identify areas for improvement. The reports incorporate a range of different quantitative measures

and qualitative feedback on performance, from the amount of greenhouse gas emission reductions achieved to badges earned through the Leaderboard, an online gamification tool.

Currently, member reports are created manually by program staff, typically in Microsoft Word or Adobe InDesign. This process is time consuming and requires a very high level of attention to detail to ensure the information is copied correctly into the reports.

### SCOPE OF WORK:

We are looking to simplify and, where possible, automate the member report creation process. In particular, we are looking to:

- create a Wordpress-based tool that allows program staff to combine different data visualizations (e.g. bar charts, text boxes, sparklines) to create static report card-style PDF member reports and dynamic web-based dashboards
- reduce or eliminate most of the data entry required to create reports by using data from the Leaderboard (a Wordpress plugin that allows data to be uploaded in bulk from spreadsheet) and/or by allowing program staff to bulk upload data by spreadsheet
- give program staff the ability to customize brand elements of the PDF member reports and web-based dashboards, such as colours and logos
- allow members to see their web-based dashboard when they log into Wordpress
- create a non-technical “how to” guide for using the Automated Member Reports tool & integrating it into Wordpress sites
- lead a walkthrough webinar of the Automated Member Reports tool with program staff

### COMPETENCIES:

- Able to communicate technical work in non-technical terms to ensure scope of work is fully understood and the best outcomes are achieved
- Strong problem-solving skills and the ability to ask good questions to ensure solutions will solve core problems
- Interdisciplinary experience combining UX design/research with web development
- Attention to detail and a track-record of high quality work
- Ideally have an interest in supporting non-profits and advancing environmental sustainability

### TECHNICAL SKILLS:

- HTML/CSS/Javascript

- Wordpress plugin/theme development OR basic PHP knowledge (enough to be able to quickly ramp up on how Wordpress development works)
- Basic understanding of SQL database management
- Intermediate to advanced understanding of React.js (the javascript framework used to build the Leaderboard)
- Experience using the Wordpress REST API OR Experience building REST APIs in general

**TO APPLY:**

Please send a resume and brief expression of interest by 11:59 pm on **Sunday, December 3rd, 2017** to Alia Tulloch, Tech Projects Portfolio Manager at: [contact\\_HR@sustainabilitycolab.org](mailto:contact_HR@sustainabilitycolab.org)