

## 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 small project that would support organizations across Ontario in reducing their environmental impacts and embedding sustainability into how they operate. We are looking to update and improve a web-based gamification tool that scores businesses on sustainability actions they have undertaken, and generates a graphical output of the top performers. A more detailed description of the project is found below.

**Contract Value:** \$4000 plus HST. Potential for additional contracts.

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

**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 Carbon Initiative (RCI, now the Regional Sustainability Initiative) developed by Sustainable Waterloo Region. Within 5 years of launching the program had engaged 14% of Waterloo Region's workforce, supported businesses to reduce 27,000 tonnes of GHGs (the equivalent of taking 5,700 cars off the road), and become financially self-sufficient. CoLab was created to replicate the success of the RCI program with other communities, and now supports a network of 8 non-profits across Ontario who are operating similar programs.

### **THE LEADERBOARD:**

One of the ways that the Regional Sustainability Initiative encourages its member organizations to make progress towards reducing their environmental impacts and embedding sustainability into how they operate is through gamification. Members have the opportunity to earn points and badges for completing desirable actions. These points are tallied and the top ten members are visually displayed as the "leaderboard" in an online portal (a WordPress site) that all members have access to. A screenshot of the leaderboard is incorporated into reports given to members every few months.

From a user perspective, this leaderboard is currently generated by program staff manually entering data in a spreadsheet, where weightings and points are calculated, and uploading this to cPanel. This requires a fair amount of technical expertise to troubleshoot if something is not working.

## **SCOPE OF WORK:**

We are looking to update the leaderboard both in terms of functionality and overall usability for non technical people. In particular, we are looking to:

- make the leaderboard easier to update on a regular basis, relying on a less manual data-entry process and a simplified data input file
- create new “badges” to expand the list of badges already available to assign
- easily change the weights for scoring and update and add additional criteria that can be weighted to generate the overall scores
- be able to show what "rank" a particular business is if they don't fall in the top 10 (the graphical output on the online portal only shows the top 10 scores so if a business doesn't fall in there, they don't know where they stand)
- make the updated leaderboard sharable with other programs CoLab supports by moving away from cPanel and converting it into a WordPress plugin or other sharable format
- create a basic non-technical “how to” for using the updated leaderboard & integrating it into WordPress sites.

## **SKILLS AND QUALIFICATIONS:**

- 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
- Attention to detail and a track-record of high quality work
- Knowledge of HTML, Java, CSS and familiarity with WordPress
- Ideally have an interest in supporting non-profits and advancing environmental sustainability

## **TO APPLY:**

Please send a resume and brief expression of interest by 11:59 pm on **Friday, August 11, 2017** to Sarah Van Exan, Program Innovation Manager at: [contact\\_HR@sustainabilitycolab.org](mailto:contact_HR@sustainabilitycolab.org)