

Gorge Waterway Action Society:

Information Technology (IT) Support Technician



Hours: 35–40/week

Wage: \$18.40/hour

Work Term: 8–16 weeks

Start Date: Flexible start time between April 21, 2025, and July 7, 2025

About Us

The Gorge Waterway Action Society (GWAS) is a registered charity dedicated to preserving and enhancing the Gorge Waterway in Victoria, BC. We are a small, passionate team committed to environmental education and ecological health in a place rich with biological and cultural significance. We are honoured to help steward these lands. We humbly acknowledge and respect the lək'wəŋən-speaking Peoples on whose traditional and unceded territories we work, and the Songhees, Esquimalt, T'Sou-ke, W̱SÁNEĆ and other First Nations peoples whose historical relationships with the land continue to this day.

At our core is the Gorge Waterway Nature House in Esquimalt Gorge Park: a hub of place-based, hands-on, youth-focused environmental education. We aim to engage with and educate our community on local ecosystems, climate change, and the environmental issues that surround us. We also conduct restoration and biology work in Esquimalt Gorge Park and the surrounding area, taking on a variety of projects that support the ecological health of the Gorge Waterway.

To learn more about us, visit our website at www.gorge.ca or our social media at www.facebook.com/gorgewaterway and [@gorgewaterwaynaturehouse](https://www.instagram.com/gorgewaterwaynaturehouse) on Instagram.

Job Description

GWAS seeks a motivated individual to join our team of environmental stewards as the Information Technology (IT) Support Technician. The IT Support Technician aims to:

- increase our organization's digital capacity;
- host an interactive map we have developed on our website;
- streamline digital processes within the organization;
- support digital communications and outreach;
- maintain and add to our website; and
- support our administration tasks.

Our IT Support Technician is responsible for maintaining, developing, and optimizing GWAS' digital systems, digital architecture, website, processes, and workflow. The IT Support Technician will work to streamline digital processes within the organization to modernize, organize, and simplify operations to increase efficiency and resiliency. The IT Support Technician will also work to host an interactive map that we have developed on our website. Additional responsibilities may include creating digital communications; website development and management; CRM systems and email management; file management; growing sales revenue and profitability, including online sales; and collaboration with like-minded organizations and individuals.

The IT Support Technician position is a cross-functional position with the opportunity to influence and impact multiple departments within GWAS and work on technology-focused projects to enhance efficiency and consistency of processes within our organization. The IT Support Technician will also work with senior staff and the Charity Development Team to focus on grant applications, planning fundraising and outreach events in the community, and producing and updating digital content and communications. This position offers some flexibility in the projects our staff pursue, including becoming involved in nature education, restoration, biological monitoring, reconciliation, climate work, and charity administration functions, and we also encourage our staff to propose, design, and implement projects that interest them.

This position is primarily work-from-home, with some in-person work. In-person work is conducted in Esquimalt Gorge Park and around the Gorge Waterway. If you have any concerns about working from home or in person, we still encourage you to apply, and we will accommodate your needs as best we can.

About You

You are passionate about environmental work and want to make a difference in your community. You may have an educational background in information technology, business, communications, computer science, administration, environmental studies or similar social sciences, or related lived experiences. You are driven, able to work independently, eager to learn, and self-motivated. Your values align with GWAS, and you believe in our mission.

You may have some experience with:

- information technology;
- website development;
- digital maps;
- written and verbal communications;
- professional and technical writing;
- using computer programs (such as Excel, Canva, Gmail, and WordPress);
- administration, business, or management;
- developing online content; or
- communicating with the public and public outreach.

We encourage you to apply if you don't meet these experiences exactly but have aligned or adjacent skills and experiences.

As a Canada Summer Jobs (CSJ) position, you must also be between 15 and 30 years of age at the start of employment; a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada per relevant provincial or territorial legislation and regulations.

How to Apply

Please send us your one-page cover letter and resume in a single PDF file. You may also send us a brief video introducing yourself instead of a cover letter. Please use the file name format **FirstnameLastname_JobTitle.pdf** and send it via email to gorgewaterway@gmail.com

GWAS is committed to equity, diversity, and inclusion in its principles and practices, and we strive to cultivate an organization that accommodates all. If you face any

barriers to applying or interviewing with us, please contact us at gorgewaterway@gmail.com, and we will happily help you with your application.

Please note that funding for this position is anticipated but not yet confirmed, and the length of and number of hours per week for our work terms is reliant on the CSJ Program funding. We have provided our best estimate given past years' experiences, but these things are subject to change.

Please apply by **February 28, 2025**. Applicants selected for interviews will be contacted by March 21, and interviews will be held between March 24 and April 4. Due to the number of applicants, only those to be interviewed will be contacted.

Thank you for your interest in working with us!