

Fundraising and Administrative Coordinator

Employer: Gorge Waterway Action Society
Title: Fundraising and Administrative Coordinator
Location: Victoria, BC (Esquimalt Gorge Park)
Contract Term: 8 weeks
Start Date: Between June 1 and July 10
Hours & Wage: 35 hours per week, \$16.75 / hr

Job Description:

The Gorge Waterway Action Society (GWAS) is seeking an outgoing and motivated individual to join our team of environmental stewards at the Gorge Waterway Nature House this summer.

You will be responsible for the implementation of fundraising initiatives, development of grant proposals, and administrative duties including the daily operation and management of the Gorge Waterway Nature House in Esquimalt Gorge Park. This will include working with senior board members to research and apply for grant opportunities as well as organize fundraisers to support the Gorge Waterway Action Society (GWAS). The Nature House is a community space dedicated to promoting environmental education and conservation and is managed in partnership by GWAS, World Fisheries Trust (another local environmental non-profit organization) and the Township of Esquimalt.

The role also includes administrative duties including correspondence with the public, representing GWAS at events and community meetings, as well as file management.

Other responsibilities may include: assisting at public outreach events, educating local residents and visitors about environmental issues in the community, promoting the understanding of local history, including the Indigenous history of the area, grant writing, and event planning. The role also includes assisting the GWAS restoration and biology programs. Maintaining consistent and professional communication with volunteers, members, community groups and co-workers will also fall under the Nature Interpreter's duties.

You will also be taught health and safety practices, including COVID-19 and social distancing practices, workplace hazardous materials information, and the principles of a safe, inclusive and healthy work environment free of harassment and discrimination.

All activities will be led with proper COVID-19 protocols in place to ensure the safety of our staff and the public.

Qualifications

Education field of study: biology, ecological restoration, geography, environmental studies, earth and ocean sciences, business or a related field;

Assets

Experience in the following is not required, but considered an asset:

- Grant writing;
- Event planning;
- Environmental education;
- Correspondence with the public and public outreach;
- Delivering education programs and presentations;
- Collaborating with ENGO networks and First Nation communities;
- Volunteer recruitment, training, management and retention;
- Biology, restoration, conservation, stewardship related fields;
- Developing online content;
- Working with youth and student groups;
- Coastal biodiversity, marine animals, and ecology;
- Local common flora and fauna (both native and invasive) in terrestrial, freshwater, and marine ecosystems.

Eligibility

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment;
- be 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 in accordance with relevant provincial or territorial legislation and regulations.

About Us

GWAS is a registered charity dedicated to the preservation and enhancement of the

Gorge Waterway. Historically, GWAS assisted in cleaning up the Gorge Waterway. Today, our primary focus is youth-focused environmental education and community outreach through our operation of the Gorge Waterway Nature House. Our aim is to engage and educate the general public and youth in particular about local ecosystems and the environmental issues that surround us. We also conduct restoration, conservation, biology, and stewardship programs in the Gorge, taking on projects that support the ecological health of the Gorge Waterway, and we operate as stewards of Esquimalt Gorge Park. We have also commenced delivering online environmental education content at www.gorge.ca and on social media.

How to Apply

Please include a resume and cover letter in one PDF as your application package.

Please use your full name AND job title as the attachment's file name.

EX. FirstNameLastName_AdministrativeCoordinator.pdf

Applications will be accepted via email to gorgewaterway@gmail.com

