

Gorge Waterway Action Society:

Charity and Development Administrator



Hours: 35–40/week

Wage: \$17.00/hour

Work Term: 8–16 weeks

Start Date: Flexible start time between May 1, 2024, and July 8, 2024

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 ləkʷəŋən-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 as a Charity and Development Administrator. Our Charity Administration and Development Team aims to:

- maintain, develop, and grow our capacity, human resources, and financial resources;
- support communications, partnerships, and outreach; and
- support our administration tasks.

Our Charity and Development Administrators are responsible for researching and writing grant applications, creating digital, written, and in-person communications, hosting fundraising and educational events, member relations, and maintaining daily administrative operations. Additional responsibilities may include website development, file management, email management, growing sales revenue and profitability, and collaboration with like-minded organizations and individuals.

This year, the Charity Administration and Development Team will 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, 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 environmental studies or similar social sciences, administration, business, communications, biology, restoration, 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:

- written and verbal communications;
- professional and technical writing;

- using computer programs (such as Excel, Canva, Gmail, and WordPress);
- information technology;
- administration, business, or management;
- environmental education;
- developing online content;
- fundraising and event planning; 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 cover letter and resume in one 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 our work terms is reliant on the CSJ Program. We have provided our best estimate given past years' experiences, but these things are subject to change.

Please apply by **February 29, 2024**. Applicants selected for interviews will be contacted by March 21, and interviews will be held between March 22 and April 4. Due to the number of applicants, only those to be interviewed will be contacted.

Thank you for your interest!