

# Gorge Waterway Action Society:

## Charity Development Administrator



Hours: 35–40/week

Wage: \$18.40 per hour

Work Term: 8–16 weeks (funding dependant)

Start Date: mid-May or early-July

### 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 Peoples, the Songhees and x<sup>w</sup>sepsəm (Esquimalt) Nations, on whose traditional and unceded territories we work, and T'Sou-ke, W̱SÁNEĆ and other First Nations peoples whose historical relationships with the land and water 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](http://www.gorge.ca) or our social media at [www.facebook.com/gorgewaterway](https://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 Development Administrator. Our Charity Development & Administration Team aims to:

- maintain, develop, and grow our capacity, human resources, and financial resources;
- support communications, partnerships, and outreach;
- promote understanding of the UN's Sustainable Development Goals, with a focus on goals (13) Climate Action; (14) Life Below Water; and (15) Life On Land; and
- support our administration tasks.

Our Charity 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, nature education, and collaboration with like-minded organizations and individuals.

This year, the Charity Development & Administration 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 required recurring in-person work. In-person work is conducted in Esquimalt Gorge Park, around the Gorge Waterway, and throughout Greater Victoria (event dependent). 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 a similar social science, administration, business, communications, biology, restoration, education, climate, Indigenous studies, information technology, 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 Wix);
- using social media platforms and developing online content;
- information technology;
- administration, business, or management;
- environmental education;
- grant writing, 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 **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 **Firstname Lastname\_Job Title.pdf** and submit your application via email to [hire@gorge.ca](mailto:hire@gorge.ca) using subject heading **“Application: Charity Development Administrator”**. If you are applying for more than one seasonal position, please send all applications in a single email.

*The Gorge Waterway Action Society is committed to cultivating an organization that reflects the diverse community we serve. We know that a wide range of backgrounds, identities, and lived experiences strengthens our work and helps us better support the people and environment around us. We welcome and encourage all applicants, including applicants from [historically and systematically underrepresented groups](#), to share the lived experiences they bring and how these perspectives can enrich the role.*

If you face barriers or require accommodations during any stage of the hiring process, we are here to support you. Please contact [hire@gorge.ca](mailto:hire@gorge.ca) at any time.

**Please note:** funding for this position is anticipated but not yet confirmed. The length of contract and number of hours per week for our work terms is reliant on the Canada Summer Jobs 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 11. Due to the number of applicants, only those to be interviewed will be contacted.

**Thank you for your interest in working with us!**

