



# Coordinator Part-Time

Campbell River Region  
Campbell River

Monday March 16, 2026

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\$31 - \$40/ hour (Average 15hrs/wk, varies)

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**Company:** Gillard Pass Fisheries Association

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**Website:** <https://www.gillardpassfisheries.com/>

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**Industry:** Management/ Administration

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**Remote/Camp Based Job:** No

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**How to apply:**

Interested individuals are invited to submit: • A brief summary of relevant experience • Resume or CV • Indication of interest in working as an employee or independent contractor submit to Gillardpassfish@gmail.com

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**Attachment:** [GPFA request for expressions of interest final.pdf](#)

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**Expiry Date:**

Monday, March 30, 2026

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**Details:**

The Gillard Pass Fisheries Association (GPFA) is a non-profit organization dedicated to rebuilding salmon populations and supporting long-term fisheries sustainability in the Stuart Island/Mainland Inlets area. GPFA is seeking expressions of interest from individuals interested in supporting the organization's fundraising, communications, and administrative functions. The successful individual will work closely with the Board of Directors and project leads to support the effective delivery of GPFA programs. Key Responsibilities: • Fundraising • Coordinate the annual Stuart Island Salmon Enhancement Auction • Research and prepare grant applications • Support funding agreements and reporting with Fisheries and Oceans Canada • Identify funding opportunities and maintain donor relationships Communications • Manage GPFA communications including website updates, social media, and the annual newsletter • Support outreach to donors, volunteers, and partners Administration • Provide administrative support to the Board of Directors • Assist with annual work planning and budgeting • Maintain organizational databases and coordinate with the Treasurer and bookkeeper GPFA will consider either a part-time employee or independent contractor

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**Qualifications & Experience:**

• Strong organizational and time-management skills • Excellent written and verbal communication • Ability to work independently and manage multiple priorities •

Experience with nonprofit administration, bookkeeping support, fundraising, or grant writing is an asset

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