

Request for Expressions of Interest

Part-Time Coordinator – Fundraising, Communications & Administration

About GPFA

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 works closely with local stakeholders, Fisheries and Oceans Canada (DFO), and several local First Nations to deliver salmon enhancement and stewardship projects. The organization is guided by a volunteer Board of Directors and supported by staff, volunteers, and contractors.

Opportunity

GPFA is seeking **expressions of interest** from individuals interested in supporting the organization's **fundraising, communications, and administrative functions**.

- **Time commitment:** Approximately 15 hours per week (seasonal fluctuations)
- **Work arrangement:** Flexible / remote work possible
- **Engagement:** GPFA will consider either a **part-time employee or independent contractor**

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
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Desired Skills

- 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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Compensation

Compensation: Information on remuneration will be provided to a short list of applicants post-closing.

Work location: Flexible

Submitting an Expression of Interest

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**

 **Deadline:** March 26, 2026

 **Submit to:** Gillardpassfish@gmail.com