



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Industry Coordinator

Job ID	0E-5C-5A-43-9F-39	
Web Address	https://careers.indigenous.link/viewjob?jobname=0E-5C-5A-43-9F-39	
Company	Indigenous Tourism Association of Canada	
Location	Vancouver, British Columbia	
Date Posted	From: 2019-06-13	To: 2019-12-10
Job	Type: Fixed-term	Category: Service Sector
Languages	English	

Description

Chemistry Consulting Group, on behalf of our client Indigenous Tourism Association of Canada, is seeking an experienced applicant in the position of Industry Coordinator for a 12-month assignment.

This position will require the Coordinator to quickly develop a strong understanding of ITAC policies and procedures, client relations and membership processes. This role will support the Director of Marketing focusing on delivering results and meeting deadlines in line with ITAC's high standards, effectively collaborating with internal and external partners on a regular basis creating positive industry awareness and building strong relationships.

Responsibilities include (but are not limited to):

- * Manage client relations and membership coordination
- * Support for implementation of membership intake
- * Arrange and attend meetings with ITAC regional coordinators and marketing team
- * Update information for intake forms, spreadsheets and website
- * Management of member renewals
- * Maintain member list
- * Manage CRM and DAM systems
- * Outreach to members for renewal via phone and email
- * Assessment of member applications and assignment to appropriate category of membership
- * Update existing member information in database and profile on website
- * Invoicing & processing payment for renewal
- * Distribution of membership package
- * Manage new membership intake including; Assessment of member applications and assignment to appropriate category of membership, outreach to new members to create website profile, invoicing and processing of payment for renewal, distribution of membership package
- * Provide a bi-weekly report to the Director of Marketing on renewals and new members
- * Provide a final report upon completion of membership intake
- * Assist in the coordination and execution of the International Indigenous Tourism Conference
- * Provide general administrative support services as required including but not limited to:
 - * Planning and organizing special events
 - * Preparation of documents
 - * Assist in the preparation of presentations
 - * Photocopying, collating materials, preparing packages for meetings

Experience

Relevant Experience:

- * Knowledge of Indigenous communities, businesses and similar organizations across Canada
- * Experience in working with non-profit organizations
- * Project management experience an asset

Skills and Abilities:

- * Excellent written and verbal communication skills

- * Solid organizational skills including attention to detail and multitasking skills
- * Ability to manage competing timelines
- * Excellent relationship building skills
- * Ability to plan and prioritize workload
- * Independent self-starter
- * Adaptable and flexible to changing priorities
- * Strong working knowledge of Microsoft Office
- * Travel may be required with this position

Education Requirements

Post-Secondary education in business, accounting or a related field is an asset

How to Apply

To apply to this position please respond by email to HR@chemistryconsulting.ca with the following position title in the subject line "ITAC Industry Coordinator" and attach a cover letter and resume outlining your experience and qualifications.

We thank all those who submit an application, however, only those shortlisted will be contacted for an interview. Please no phone calls.