



# 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

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# Job Board Posting



Careers.Indigenous.Link

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## Development Coordinator

**Job ID** FD-75-80-C8-8C-0A

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=FD-75-80-C8-8C-0A>

**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 the Indigenous Tourism Association of Canada (ITAC), is seeking an experienced applicant for the position of Development Coordinator for a 12-month assignment.

The role of the Development Coordinator position is to administer and organize ITAC activities in cooperation with and under the direction of ITAC's Director, Business Development. This position provides support to the Micro-Grant program and the Market Preparation programs assisting Canadian Indigenous tourism businesses with expertise and funding support to improve their market/export readiness in order to have the opportunity to gain greater market awareness, larger volumes of visitors and sustainable business growth.

This position is responsible for providing support to Indigenous entrepreneurs and communities growing their tourism operations and developing to higher levels of market readiness providing employment in their communities, enriching culture and revitalizing Indigenous economic opportunity.

Responsibilities include (but are not limited to):

- \* Manage the Market Preparation Program providing support and guidance in assisting Indigenous tourism businesses prepare to reach a market-ready state while developing sustainable growth for economic success
- \* Assist with the Micro-Grant intake program
- \* Provide reports to the Director, Business Development in relation to the Market Preparation program and Micro-Grant intake program as required
- \* Communicate with Micro-Grant applicants/recipients as required
- \* Develop and maintain relationships with clients, and external stakeholders
- \* Collaborate with internal and external partners on a regular basis creating positive industry awareness and building strong relationships
- \* Provide support to ITAC regional coordinators
- \* Coordination of development activities with Provincial and Territorial partners
- \* Assist in the coordination and execution of the International Indigenous Tourism Conference
- \* Provide administrative support services as required to the Provincial/Territory Coordinators

including but not limited to:

- \* Organizing meetings and events as requires
- \* Preparing documentation in relation to the Market Preparation Program and the Micro-Grant intake program
- \* Coordination of documentation for meetings

### **Experience**

Relevant Experience:

- \* Knowledge of Indigenous communities, businesses and similar organizations across Canada
- \* Experience in working with non-profit organizations
- \* Prior Business Development experience
- \* Experience with small business and entrepreneurs 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 or a related field is an asset

### **How to Apply**

To apply for this position please respond by email to [HR@chemistryconsulting.ca](mailto:HR@chemistryconsulting.ca) with the following position title in the subject line "ITAC Development 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.