Contract Opportunity

Title: Project Assistant

Contracting Company: Indigenous Tourism Association of Canada

Location: Vancouver

Status: Seeking an experienced applicant to fill a 3-month temporary administrative role. (May lead to a full time permanent position)

Remuneration: $18-22/hr – depending on experience

Company Profile: The Indigenous Tourism Association of Canada (ITAC) focuses on creating partnerships between associations, organizations, government departments and industry leaders from across Canada to support the growth of Indigenous tourism in Canada and address the demand for development and marketing of authentic Indigenous experiences. ITAC works to improve the socio-economic condition of Indigenous people through many forms of support such as marketing, capacity development training and workshops, an annual Indigenous tourism conference, industry research and information for Indigenous tourism operators and communities within all 10 provinces and three territories of Canada. The ITAC Board is made up of Indigenous tourism industry representatives from each of the provinces and territories.

ITAC will increase revenues, grow jobs and expand the number of successful Indigenous tourism businesses in Canada through it’s strategic five-year plan.

For more information, visit: www.indigenoustourism.ca/corporate

Contract Description: Reporting to Project Manager and Finance Manager to assist with administrative work flow.

General administrative and clerical support which includes:

- Maintain physical and electronic files and records for providing up-to-date reference materials for ongoing projects.
- Assist in resolving any administrative problems.
- Entering data from source documents such as invoices, expenses, product development funding and other requests into databases.
- Communications via telephone or email to internal and external customers.
- Prepare ad-hoc reports from project or accounting database as required, correspondence, drafts and emails.
- Schedule and coordinate meetings.
• Assist with credit card and bank statement reconciliation. Manage credit card billings, keep statement paperwork up to date.
• Assist with preparation of financial working papers as required:
  o Verifying records and financial statements created to date.
  o Reviewing financial date to check for accuracy and noting errors
• Other duties as required.

Qualifications:
• 3 years’ experience in an administrative role – bookkeeping or purchasing experience an asset.
• Proficiency in Excel, Word and other office programs, including a basic understanding of information technology, solid proficiency working with spreadsheet formulas and data management.
• Demonstrated time management skills and ability to upkeep many projects concurrently.
• Excellent communication both written and verbal, in English – French would be an asset.
• Familiarity with government contribution agreements an asset.
• Supporting courses in business or accounting an asset.
• Knowledge of and working experience in the tourism and travel industry.
• Ability to problem solve.
• Exceptional customer service skills over the phone and in person, both to internal and external departments.
• Good research skills and attention to detail.
• Familiar with Indigenous culture and protocols.

Please respond by email with the following position title in the subject line: **Project Assistant 2018** and attach a cover letter and resume outlining your experience and qualifications. Please send your email to Kim Osborne: k.osborne@chemistryconsulting.ca

ITAC strongly encourages Indigenous candidates to apply. ITAC would like to thank all applicants, however only those who qualify for an interview will be contacted. Please, no phone calls.