Career Opportunity:

Title: Project Coordinator  
Location: Vancouver, BC

Status: Seeking an experienced Project Coordinator to fill a critical full-time permanent role

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 business in Canada through its strategic five-year plan.

For more information, visit: [www.indigenoustourism.ca/corporate](http://www.indigenoustourism.ca/corporate)

Job Description:

The Indigenous Tourism Association of Canada is seeking an experienced applicant in the position of Project Coordinator. The role of the Project Coordinator is to administer and organize various projects assisting project management and finance related work flow.

This position is responsible to work closely with ITAC’s Program Manager and Finance Manager to prepare comprehensive action plans, including resources and timeframes for a number of projects. Perform administrative duties for the Finance Department such as maintaining contracts and project documentation, as well as performing various project coordination tasks as assigned by the Program Manager.

This position requires excellent time management and execution skills with a focus on delivering results and meeting deadlines in line with ITAC’s high standards, as well as superior communications skills and
the ability to effectively collaborate with internal and external partners on a regular basis creating positive industry awareness and building strong relationships.

**Responsibilities include (but are not limited to):**

- Coordinate project management activities, resources and information
- Set project milestones with actionable items and timelines
- Maintain physical and electronic files and records for providing up-to-date reference materials for ongoing projects
- Assign tasks to internal teams as appropriate and assist with schedule management
- Manage or escalate issues that arise throughout a project lifecycle
- Act as point of contact and communicate project status to all participants as directed
- Work with the Program Manager to mitigate project impediments and assist in resolving administrative and coordination issues
- Enter data from source documents such as invoices, expenses, product development funding and other material into appropriate databases
- Perform basic account reconciliation and budget tasks as required
- Correspondence, document and email preparation
- Ad-hoc project and accounting reports as requested

**Education:**

- College Diploma or a University Degree with a focus on Tourism Management or Business Administration
- Completion of Project Administration and/or Project Management courses a strong asset

**Experience:**

- Knowledge of Indigenous communities, businesses across Canada
- Familiarity with Indigenous culture and protocols
- Knowledge of and working experience in the tourism and travel sector
- Proven work experience in a Project Coordinator/Project Administrator role (or similar)
- Experience in project and event management, from conception to delivery

**Skills and Abilities:**

- Proficiency in Excel, Word and other MS Office programs, solid proficiency working with spreadsheet formulas and data management
- Excellent communication both written and verbal
- Familiarity with government contribution agreements an asset
- Exceptional customer service skills over the phone and in person, both to internal and external departments.
- Good research skills and attention to detail
- Solid organizational skills, including multitasking and time-management
- Ability to manage competing timelines with the ability to plan and prioritize workload
- Strong working knowledge of and ability to prepare and interpret project management flow charts, schedules and step-by-step action plans
- Excellent relationship building skills and ability to work within a team
- Independent self-starter
- Adaptable and flexible to changing priorities
To apply to this position please respond by email to info@indigenoustourism.ca with the following position title in the subject line “Project Coordinator 2018” and attach a cover letter and resume outlining your experience and qualifications.

**Application deadline: September 7, 2018 4:00pm**

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