The Indigenous Tourism Association of Canada (ITAC) is looking for a Regional Coordinator for Manitoba.

**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.**

ITAC is moving forward on an Indigenous Tourism strategy to support the growth of Indigenous tourism in Manitoba. The areas of focus for this initiative include:

- Implementation of a Manitoba strategy to support and grow Indigenous tourism operators and support regional development;
- Product and business development of market/export-ready Indigenous tourism experiences across the region;
- Increasing the capacity of businesses and entrepreneurs through industry training and product development opportunities

With such a great opportunity to grow Indigenous tourism in Manitoba, the successful proponent will administer and organize project activities within the Province in cooperation with, and under the direction of, the Business Development team of ITAC.

**Summary of Responsibilities:**

- Act as point of contact and communicate activities to project stakeholders
- Activate & coordinate activities outlined in the MOU between ITAC and Travel Manitoba
- Activate Manitoba Strategy in alignment with recommendations from the Manitoba Indigenous Tourism Advisory Committee (MITAC) with goals of increasing the number of tourism experiences, number of Indigenous tourism jobs and revenues for Indigenous tourism operators with an eye to efficiency and urgency and with careful consideration of funding deliverables
- Develop tourism profiles for communities, community-owned businesses and entrepreneurs.
- Liaise with Indigenous community leaders and Indigenous entrepreneurs, engaging and informing them of ITAC’s projects and programs for the region
- Create and maintain comprehensive project documentation, including plans and reports. Monitor and track project progress and handle any issues that arise
- Attend working group and provincial meetings, conferences and industry events on behalf of ITAC where appropriate
- Maintain an Indigenous tourism business inventory for the Province for inclusion in marketing programs, training and business development workshops and as leads for ITAC membership. Add qualifying businesses to inventory as identified.
- Identify and draft news items relevant to progress within the region for release to ITAC Board and e-newsletters.

**Qualifications:**

- Post-Secondary education with a focus on Business, or equivalent
- 5-7 years of professional experience in the tourism industry, communications, business and/or related field
- Involvement in economic development and/or training and capacity development
- Knowledge of and experience working with Indigenous culture, communities, businesses and organizations in the region
- Project Management including developing and meeting project milestones, timelines, and goals
- Strong business acumen, problem-solving, communication, collaboration and presentation skills.
- Experience with implementing a tourism strategy, or destination development an asset
- Experience working with a non-profit organization
Skills and Abilities:

- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking 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 and of project management tools

If you are interested in this exciting opportunity, please forward your resume and cover letter to info@indigenoustourism.ca. Please indicate “Manitoba Regional Coordinator” in the subject line.

Indigenous applicants are encouraged to apply. ITAC would like to thank all applicants, however only those who qualify for an interview will be contacted.

This posting will close Monday October 8th, 2018 at 5:00 pm PST.