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/recipient 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 required
  - Preparing documentation in relation to the Market Preparation Program and the Micro-Grant intake program
  - Coordination of documentation for meetings

**Education:**
- Post-Secondary education in business or a related field is an asset

**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

To apply for this position please respond by email to 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.