

The Indigenous Tourism Association of Canada is seeking an experienced applicant in the position Events Coordinator to take on a 12 month assignment.

Based in Vancouver (open to working remotely) and reporting to the Director of Business Development, the role of the Events Coordinator will assist with organizing outstanding and unforgettable events. Responsible for every part of the event preparations, management and finance related workflow; choosing venues, approving menus, developing seating plans and evaluation success data. Administer and organize a number of events ranging from simple to very complex plans.

Responsibilities include working closely with ITAC's Development and Finance Managers to prepare comprehensive action plans, including resources and timeframes for several events. Perform various coordinating tasks, such as scheduling in conjunction with administrative and financial tasks, such as maintaining contracts and events documentation. To succeed in this role, excellent time management and communications skills are required, as collaboration with internal and external teams and partners to deliver results on deadlines is a constant, meeting ITAC's high quality standards.

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

- Coordinate events management activities, resources, and information
- Identify clients' requirements and expectations for each event
- Liaise with vendors, exhibitors, and stakeholders during the event planning process to ensure all aspects are in order
- Manage entire event set-up, tear down, and follow-up processes
- Maintain event budgets
- Book venues, entertainment, photographers and schedule speakers
- Maintain physical and electronic files and records to provide up-to-date reference materials
- Schedule management of teams, and assign tasks
- Critical to manage issues as they arise
  - Work with Development Manager to eliminate events' impediments and assist in resolving administrative issues
- Site inspections, to ensure clients standards are adhered to
- Act as main point of contact and communicate events' status to all participants
- Post event assessments and overall successes, and report findings
- Day to day administrative tasks, such as entering data from source documents, invoices and expenses, some accounts reconciliation and budget work
- Ad-hoc reports as directed

**Education:**

- Bachelor's degree in hospitality management or public relations is preferred

**Related experience:**

- Knowledge of Indigenous communities and businesses, and similar organizations across Canada
- Familiarity with Indigenous culture and protocols
- Knowledge of and working experience in the tourism and travel sector
- Familiarity with government contribution agreements an asset
- At least 3 years' work experience in Events Coordinator / Events Administrator role (or similar)
- Experience in events and event management, from conception to delivery

**Skills and Abilities:**

- Proven track record of organizing successful events
- Excellent written and verbal communication skills including corporate report writing
- Competent in vendor management
- Strong working knowledge of and ability to prepare and interpret events management flow charts, schedules and step-by-step action plans
  - Knowledge of performance monitoring methods for events
  - Ability to create reports to guide future event improvements
- Excellent relationship building skills and capability to work within a team
- Solid organizational skills including attention to detail and multitasking skills
- Strong working knowledge of Microsoft Office and of project management tools
  - Proficiency working with spreadsheet formulas and data management
- Ability to manage competing timelines with capacity to plan and prioritize workload
- Exceptional customer service skills over the phone and in person
  - both to internal and external departments
- Strong management and negotiation skills
- Independent self-starter
- Adaptable and flexible to changing priorities
- Ability to handle stress and bring a sense of calm in busy / tight deadline environment
- Some travel required

**Work Location:**

- This position will be based out of Vancouver, BC
  - Remote work location is open to negotiation

To apply to this position please respond by email to [info@IndigenousTourism.ca](mailto:info@IndigenousTourism.ca) with the following position title in the subject line "ITAC Events Coordinator" and attach a cover letter and resume outlining your experience, qualifications and salary expectations.



**Closing date** for this position: Open until filled

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