

The Indigenous Tourism Association of Canada (ITAC) is seeking an **Industry Engagement Specialist** to join their team.

The Industry Engagement Specialist should demonstrate a high level of competence in relationship management, customer service, project management, documentation, and written and verbal communication.

This position will require the Specialist to quickly develop a strong understanding of ITAC policies and procedures, member relations and a solid understanding of ITAC's Membership Program. This role will support the Marketing Project Manager and the Marketing team, focused on delivering results and meeting deadlines in line with ITAC's high standards, effectively collaborating with internal and external partners on a regular basis creating positive industry awareness and building strong relationships.

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

- Arrange and participate in meetings with the ITAC Marketing Team
- Participate in PTITO and tourism partners' meetings and joint activities
- Manage CRM and DAM systems
- Some social media responsibilities
- Marketing/Industry communications shared in ITAC Members Group (Facebook)
- Project support (Expedia, TripAdvisor, The Original, sales packages, etc.)
- Support on backend of IndigenousTourism.ca and DestinationIndigenous.ca and support for regular performance reports
- Member/Industry communications support as required
- Manage, maintain, and gather information for the event and Pow wow website. Create informational content for public communications
- Photo asset subsidy program and follow through
- Acquire and obtain images and assets from partners
- Assessment of member applications and assignment to appropriate category of membership and a liaison with the Project Rise program, the Original brand proper usage.
- Update existing member information in database and profiles on website
- Assist in the coordination and execution of the International Indigenous Tourism Conference
- Provide general administrative support services as required
- Support Member Relations

**Education:**

- Post-Secondary education in business, accounting 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
- Project management experience an asset
- Minimum of 2 years of work experience or equivalent

**Skills and Abilities:**

- Excellent 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 to this position please respond by email to the Chemistry Consulting Group at [HR@chemistryconsulting.ca](mailto:HR@chemistryconsulting.ca) with the position title in the subject line, "ITAC Industry Engagement Specialist", and your full name. Please provide a cover letter and resume outlining your experience, qualifications, and salary expectations.

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