

Indigenous Tourism Association of Canada (ITAC) is hiring a Business Support Coordinator to join their growing team.

The Business Support Coordinator administers and organizes ITAC activities in cooperation with and under the direction of ITAC's Manager of Business Development. This position provides client support to Indigenous entrepreneurs and communities through one-on-one guidance, the implementation of training programs and workshops and industry outreach focused on specific development support.

The Business Support Coordinator will be responsible for providing assistance of ITAC's Rise accreditation program and works one-on-one to connect businesses to specific supports tailored to the business gaps identified within the accreditation process.

This role requires the incumbent to be an individual who is motivated by meaningful change and action, enjoys working with people and entrepreneurs to bridge knowledge gaps and supports the development of businesses. The role requires a high level of business acumen, the ability to source resources and tools and encourages a safe and open learning environment.

Responsibilities include (but are not limited to):

- Provide support and guidance in assisting Indigenous Tourism businesses prepared to reach a market ready state while developing sustainable growth for economic success
- Provide application assistance and guidance to entrepreneurs applying to the Rise accreditation program
- Conduct industry outreach on the Rise accreditation program and development available from ITAC
- Serve as a direct point of contact for ITAC and member businesses to assist in navigating ITAC supports and programs
- Provide businesses with appropriate supports to achieve market readiness as identified through the Rise accreditation program
- Assist with the implementation of business development initiatives such as digital incubation training, community readiness sessions and other training and workshops identified
- Follow-up with applicants to the Rise accreditation program when additional information is required by reviewers
- Develop and maintain meaningful relationships with clients and external stakeholders
- Collaborate with internal and external partners on a regular basis creating positive industry awareness and building strong relationships
- Assist in the collaboration and communications with ITAC's provincial/territorial Indigenous Tourism partners and their memberships

Qualifications

Education:

- Post-secondary education in a business or related field is an asset, or demonstrated experience in a similar field

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Relevant Experience:

- Minimum of 2 years' experience working in Business Development
- Knowledge of Indigenous communities, businesses, and similar organizations across Canada
- Experience working in the non-profit sector
- Excellent relationship building skills
- Strong communication skills (verbal and written)
- Ability to work independently with little direction as well as on a team
- Self-motivated, driven, passionate

Work Location:

Vancouver Canada or remote

Note: There may be travel required with this position

To apply to this position, please respond by email to hr@chemistryconsulting.ca submitting an up-to-date cover letter, and resume detailing your experience and qualifications as well as outlining why you are interested in this position with ITAC.

We would like to thank all applicants, however only those selected for an interview will be contacted.

Closing Date: August 20, 2022