

Indigenous Tourism Association of Canada (ITAC) is hiring an experienced Bilingual Executive Assistant to join their growing team. This position is open to all applicants across Canada and can be based in our beautiful ocean and mountain view Vancouver office or can be remote across Canada.

Reporting to the Vice President of Operations, the role of the Executive Assistant is accountable to provide administrative support to the VP and the executive team. The Assistant plays a coordinating and liaison role between the VP and the senior managers and will ensure assistance in punctual delivery of communications and projects while being proactive in planning meetings, speeches, travel, workshops.

Responsibilities include (but are not limited to):

- Establishes and operates an efficient office by providing administrative support to the VP of Operations and the Executive Management team
- Manages the day-to-day administrative activities of the VP of Operations by setting and monitoring schedules, organizing incoming flow of work, prioritizing requests to the operational team, maintaining a monitoring system, and following-up to ensure timely responses: preparing for meetings and arranging meetings (often over different time zones)
- Obtains, compiles and extracts information from file, publication, internet, centre databases and other sources to prepare documents and briefing notes
- Organize meetings, including coordinating administrative and logistical arrangements, and post meeting administrative tasks
- Ensure proofreading of communications and material created on behalf of the VP of Operations
- Issues purchase requisitions for supplies and equipment
- Handles confidential and sensitive material related to staffing, members and stakeholders
- Support the creation of internal protocols, grant application, reviewing bylaws etc.
- Update and coordinate the creation of internal documents
- Act as a liaison between the executive team and external contacts ensuring smooth communication
- Manage and ensure follow up of the Task Management System (ASANA)
- Develops and maintains an organized office filing system through Dropbox and Google Drive
- Adhoc administrative projects, event assistance, or other tasks as required
- Meeting and conference support
- Ensures that appropriate staff are aware of upcoming events and conferences
- Provide support to ITAC Management as directed by VP

Qualifications

Education:

- Post-secondary education in business or equivalent
- Bachelor's degree preferred

Relevant experience:

- Knowledge of Indigenous communities, businesses, and similar organizations across Canada
- Knowledgeable of Indigenous culture and a strong desire to develop economic opportunities for Indigenous tourism businesses
- Experience in working with non-profit organizations is an asset
- Minimum of 3-5 years experience as an Executive Assistant



Skills and Abilities:

- **Bilingual French / English is a must**
- Solid organizational skills including attention to detail and multitasking skills
- Strong communication skills, verbal and written including editing skills (French/English)
- Ability to manage competing timelines
- Excellent relationship building skills
- Ability to plan and prioritize workload
- Adaptable and flexible to changing priorities
- Strong working knowledge of Microsoft Office
- Good team player and self-motivated with the ability to work effectively independently
- Forward thinker who actively seeks opportunities and proposes solutions
- Emotional maturity
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands
- Flexible working hours are often required
- Travel is required with this position

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: September 5, 2022