

Indigenous Tourism Association of Canada (ITAC) is hiring an experienced Office Coordinator to join their growing team. This position is based in our beautiful ocean and mountain view downtown Vancouver office.

Reporting to the Director of Finance and Operations, the role of the Office Coordinator is to ensure smooth operations of the Head Office for ITAC in Vancouver, as well as provide administrative support to the Executive Team.

Responsibilities include (but are not limited to):

Office Management

- Establishes and operates an efficient office and oversee the day-to-day office management functions
- Manage the flow of office supplies, including ordering and tracking as required
- Manage deliveries to and from the office including internal mailings
- Oversee the maintenance and ordering of any office equipment as necessary working with the appropriate vendors for repairs or replacements
- Act as the Brand Ambassador to the organization by ensuring the office space is representative of the ITAC brand at all times and is clean, organized and professionally presented
- Greet all visitors, creating a warm and welcoming environment
- Escalate or report any office issues or concerns to the Director as necessary

Administrative Support

- Provide administrative support to the Executive Team on site in Vancouver, and visiting stakeholders as required
- Together with the Executive Assistant, assist in managing the day-to-day administrative activities of the Executive Team located in Vancouver setting and monitoring schedules, organizing incoming flow of work, prioritizing requests, maintaining a monitoring system, and following-up to ensure timely responses: preparing for meetings and arranging meetings (often over different time zones).
- Assist in the preparation, printing and distribution of marketing materials, meeting materials, event collateral etc.
- Keep the Executive Team apprised of any issues, concerns, or upcoming events
- Participate in meetings as required taking minutes, and distributing post meeting minutes
- Handles confidential and sensitive material related to staffing, members and stakeholders
- Develops and maintains an organized office filing system through Dropbox and Google Drive
- Ad hoc administrative projects, event assistance, or other tasks as required
- Meeting and conference support
- Ensures that appropriate staff are aware of upcoming events and conferences

Qualifications

Education:

- Post-secondary education in business or equivalent is 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 1-3 years experience as an Office Coordinator, Office Manager, or Executive Assistant

Skills and Abilities:

- Highly organized with a strong attention to detail
- Multitasking skills
- Strong communication skills, verbal and written including editing skills
- 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 may be required
- Some travel is required with this position

Work Location:

Head Office, Vancouver Canada

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