

The Indigenous Tourism Association of Canada is recruiting for a Provincial/Territorial Engagement Manager to join their rapidly expanding team.

The Indigenous Tourism Association of Canada (ITAC) focuses on creating partnerships between associations, organizations, government departments and industry leaders from across Canada to support the growth of Indigenous tourism in Canada while addressing the demand for development and marketing of authentic Indigenous experiences. ITAC has an established membership process that enables Indigenous Tourism industry partners to engage with and show support for Indigenous tourism.

The role of the Provincial/Territorial Engagement Manager position is to administer and organize ITAC project activities in cooperation with and under the direction of ITAC's Director of Business Development and to be the main point of contact for Provincial/Territorial Indigenous Tourism Associations when working with the organization. The Provincial/Territorial Engagement Manager will be responsible for communication and engagement with all Provincial/Territorial partners, as well as providing national support when working with their membership.

This position is responsible for engaging with Provincial/Territorial partners to create positive industry awareness, advocacy, and accountability to gain market respect, establish funder confidence, and build member support. The position will encourage program development and investment in Canadian Indigenous tourism assets and products to remain competitive internationally, and unites the Indigenous tourism industry in Canada, bringing together members and key industry organizations to build collaboration and maximize results.

This position has the option to be remote across Canada, or work in the Vancouver offices.

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

- Oversee ITAC regional coordinators and support Provincial/Territorial partner regional priorities
- Develop and execute a Provincial/Territorial partner communication plan
- Develop Provincial/Territorial master plans to gain awareness
- Work with Provincial/Territorial partners to create a monthly national issues brief for the organization
- Deliver presentations on behalf of ITAC within regions and in support of regional events
- Lead in the coordination of in-person Provincial/Territorial partnership meetings
- Meet regularly both in person and virtually with Provincial/Territorial partners to discuss initiatives
- List in the establishment of annual service agreements with Provincial/Territorial partners
- Plan and implement financial support programs for Provinces/Territories in good standing with ITAC, based on investment towards supporting growth and stability of Indigenous tourism associations
- Assist in the recruitment of regional tourism coordinators
- Support the Director of Business Development with Provinces/Territories to grow and establish Indigenous tourism associations
- Attend community and tourism events across Canada on behalf of ITAC
- Assist in the implementation of ITAC led support initiatives in Provinces/Territories that do not have Indigenous tourism associations
- Assist in regional engagement efforts led by both ITAC and Provincial/Territorial partners
- Develop industry relevant training materials with ITAC and or partners who support ITAC's mandate
- Assist with the development in administration of funding proposals as required
- Support networking opportunities and regional participation with industry partners
- Participate in collaborative opportunities and Board & Committee representation with agencies and organizations appropriate for ITAC and its mandate

**Qualifications:**

**Education:**

- University degree with a focus on business or equivalent

**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 developing tourism strategies
- Experience with a destination marketing organization is a strong asset
- Knowledge of tourism plans, non-Indigenous destination, and tourism partners
- Experience in working with non-profit organizations is an asset
- Project management experience

**Skills and Abilities:**

- Excellent communication skills, verbal and written including report writing
- Confident delivering presentations and with public speaking
- Solid organizational skills with a strong attention to detail
- Ability to network with partners in formal and informal settings
- 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 and project management tools
- Flexible working hours may be required

Extensive travel is required with this position (60%+)

**ITAC offers:**

- Very competitive total compensation/rewards offering
- Ability to work remotely from anywhere in Canada
- Access to professional development for continued learning and education
- Mentoring and coaching
- A collaborative and supportive team environment
- Highly competitive total compensation package
- Extended health, medical and dental benefits

To apply to this position please respond by email to the Chemistry Consulting Group at [HR@chemistryconsulting.ca](mailto:HR@chemistryconsulting.ca) with the following position title in the subject line **“Provincial/Territorial Engagement Manager”**, and **your full name**. Please provide an up to date cover letter and resume (as one file) outlining your experience, qualifications, and why you are passionate about working with ITAC and supporting Indigenous businesses and communities across Canada.