

Job Posting

Job Title: Development Co-ordinator
Reports To: Chief Marketing and Development Officer
Terms: Full time; one-year employment
Salary: To be Determined based on experience

Posting Date: October 14, 2021

Closing Date: November 1, 2021

About Indigenous Tourism BC

Our vision is a prosperous and respectful Indigenous cultural tourism industry sharing authentic products that exceed visitor expectations. Our mission is to provide training, awareness, product development and marketing to support a sustainable authentic Indigenous cultural tourism industry in B.C. while contributing to cultural preservation and economic development.

Collaborative Leadership Model

ITBC has transformed its organization system into a Collaborative Leadership Model that reflects Indigenous peoples and nations' systems, cultures, values and principles. The three Chief Officer positions work collaboratively, with decisions made by consensus. These Chief Officer positions have equal authority, report to and are direct employees of the House of Tyee. In this renewed environment, corporate culture is foundational for the success of ITBC. The three Chief Officer titles are:

1. Chief Governance and Partnership Officer
2. Chief Marketing and Development Officer
3. Chief Financial Officer

About the Position

As part of the Corporate Services and Development team, this position supports the advancement of a competitive, sustainable, and socially conscious Indigenous tourism industry while contributing to cultural understanding and economic prosperity. The role works collaboratively and drives partner engagement and development through leading and supporting the creation and implementation of



long term, integrated development strategies for areas, regions, and routes across the province with a focus in the Vancouver, Coast and Mountains region.

This is a full time one-year employment opportunity that may lead to full-time employment.

Primary Role and Responsibilities

1. Develops and provides information and advice to the Indigenous Tourism BC Stakeholders, Indigenous communities, entrepreneurs and regional partners on the programs and services available through ITBC's various programs.
2. Following protocol, strengthens relationships and partnerships with Indigenous communities, and businesses, representing ITBC at community meetings and events with Indigenous leadership, community members, and businesses.
3. Promotes awareness, capacity building and connectivity to tourism partners and Indigenous communities to understand destination management and the value of Indigenous cultural tourism and subsequently create new market demand for Indigenous tourism experiences.
4. Responsible for the implementation of the Indigenous Cultural Journey's Kiosk Project as outlined in the Vancouver, Coast & Mountains Regional Destination Development Strategy.
5. Works with communities and entrepreneurs in the awareness and development of tourism market readiness through community engagement and presentations.
6. Identifies and assists ITBC in the acquisition of Indigenous tourism content for marketing, communications, and social media activities.
7. Facilitates and is a connector for one on one mentorship with Stakeholders that are seeking business advice; this includes early start ups, business planning with the goals of increasing market ready and export ready businesses. Includes project management support for training and development.
8. Supports planning, development and implementation of a series of tracking and reporting processes to monitor program and project results between ITBC, Stakeholders, and regional partners.

Key Performance Indicators

- Demonstrated alignment with our vision, mission and values at ITBC. Adheres to professional standards established by ITBC and successfully meets targets and deadlines.
- Timely and professional communications with employees of ITBC and partner team members.
- Accurate time management tracking and reporting.
- Flexibility with work tasks

Requirements

We prefer the candidate have experience working with Indigenous communities with a priority in the Vancouver, Coast & Mountains region.

- In depth knowledge and experience with Indigenous protocols and cultural practices
- Knowledge of the Vancouver, Coast & Mountains region and its tourism experiences is an asset
- Previous experience with Indigenous community engagement is an asset
- Ability to manage partnerships and collaboration with industry
- Strong communication skills
- Strong leadership and relationship management abilities
- Technical skills – strong computer skills and CRM abilities.
- Proficient in using the Google and Microsoft Office Suite Products
- Highly organized and motivated
- Will require travel and potentially working evening and weekends as needed

Interested candidates need to apply by submitting a cover letter and resume that outlines your experience including experience with Indigenous engagement and include two references. The cover letter, resume and references need to be sent to Paula@IndigenousBC.com by the closing date of Monday November 1, 2021

We thank all those who apply with a resume and cover letter, however only those we wish to interview will be contacted. Thank you for your interest.