



Job Posting – Join the Indigenous Tourism BC Team

ITBC is hiring a ITBC Iconics Project Coordinator

Job Title: ITBC Iconics Project Coordinator

Reports To: Iconics and Special Projects Manager
& ITBC Executive

Salary: \$69,000.00 – \$71,000.00 (commensurate with experience)

Terms: Full-time; Permanent

Location: West Vancouver, BC

Closing Date: Position is open until filled.

Overall Purpose and Objectives:

The Indigenous Tourism British Columbia (ITBC) is seeking a dedicated and detail-oriented individual to join our dynamic team as an ITBC Iconics Project Coordinator. This position plays a crucial role in supporting the special projects area of ITBC, specifically focusing on the collaborative efforts between Destination BC (DBC) and ITBC to implement the Invest in Iconics strategy. By working towards the long-term growth of British Columbia's tourism industry, we aim to enhance visitation and tourism across various regions and seasons while fostering a sustainable and inclusive tourism sector that benefits all residents of the province.

We are currently offering a full-time, one-year contract employment opportunity for an ITBC Iconics Project Coordinator. As a key member of our team, you will report directly to the ITBC Iconics and Special Projects Manager and be responsible for providing comprehensive administrative support to ensure the smooth execution of day-to-day project-related activities.

Responsibilities

1. Assist the Project Manager in administrative tasks and project coordination, ensuring project objectives are met in a timely manner.
2. Create and maintain various project documents, including briefing materials, PowerPoint presentations, timelines, budget tracking, forecasting, and reports.

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3. Collaborate with internal stakeholders to gather relevant project information and ensure accurate and up-to-date documentation.
4. Support the development of the Iconics project, aligning it with Indigenous tourism BC's strategic vision and goals.
5. Facilitate engagement with ITBC partners and stakeholders, ensuring effective communication and collaboration.
6. Coordinate stakeholder meetings, regional outreach initiatives, and industry events as required.
7. Maintain a strong attention to detail, ensuring data accuracy and quality in all project-related materials.
8. Monitor project progress, identify potential risks or issues, and proactively propose solutions to ensure successful project outcomes.
9. Stay up to date with industry trends and best practices related to tourism and project coordination.

Relationships & Supervision

- Report to Iconics and Special Projects Management
- Represents the standards and work ethic established by ITBC as the employer and communicates directly with immediate supervisors for direction, methodology, and reporting as part of a team.

Key Expectations of the role

- Adheres to professional standards established by ITBC and successfully meets targets and deadlines.
- Timely and professional communications with employees of
- Accurate time management tracking and reporting.

Job Requirements

- Proven experience in an administrative or project coordination role, preferably within the tourism industry or a bachelor's degree or equivalent experience in a relevant field.
- Knowledge, experience, and comfort working with Indigenous cultures and communities, specifically within British Columbia
- Excellent organizational and time management skills, with the ability to handle multiple tasks simultaneously and meet deadlines.
- Strong proficiency in Google/Microsoft Office Suite (Word, Excel, PowerPoint), with skills in creating presentations and reports.
- Exceptional verbal and written communication skills, with the ability to effectively collaborate with internal and external stakeholders.
- Detail-oriented mindset, ensuring accuracy and precision in all administrative tasks.
- Demonstrated ability to work independently as well as part of a team, displaying flexibility and adaptability in a fast-paced environment.



- Knowledge of British Columbia's tourism industry and familiarity with Indigenous tourism initiatives would be an asset.
- A passion for sustainable tourism and a commitment to promoting cultural diversity and inclusivity.

ITBC is an equal opportunity employer which values diversity in the workplace and welcomes applications from all qualified applicants. We endeavor to support the success of Indigenous communities and businesses across British Columbia, and we recognize that Indigenous people especially have a unique understanding of the depth and richness of the cultures and traditions of the original stewards of this land. As such, Indigenous people are strongly encouraged to apply.

We offer a competitive salary package commensurate with experience and an opportunity to make a meaningful impact on Indigenous Communities in British Columbia.

To apply for this position, please submit your resume, two references, and a cover letter outlining your relevant experience and why you are interested in joining our team. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

**Please submit your resume, references, and cover letter to
cohen@indigenoustbc.com**

Note: This is a hybrid position that requires in-person attendance at our office in West Vancouver (three days/week), as well as the opportunity to work from home (two days/week). Occasional travel within British Columbia may be required.

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.