



Job Title: Indigenous Business Advisor

Full Time Contract, project basis

Location: Ontario, remote (WFH)

Compensation: Based on qualifications and experience

Closing Date: January 8, 2021

The Indigenous Business Advisors (IBAs) will provide one-on-one guidance and support to tourism business operators who are members of Indigenous Tourism Ontario. We are seeking multiple individuals from across Ontario who can work directly with our members.

*Looking for individuals residing in, or familiar with, various regions across all of Ontario

Responsibilities

- Provide one-on-one coaching, support, and resources to ITO members as assigned
- Document activities and interactions; keep accurate records
- Assist in preparing Business Recovery Snapshots and Business Plans
- Provide updates to Management as required
- Visit member businesses, provide advisory services
- Utilize tools and resources provided by ITO
- Participate in trainings
- Attend meetings and give updates as required

Qualifications

- Organization and communication skills
- Computer skills including ability to use Dropbox and the Microsoft Office suite of programs
- Familiarity with CRM software or willingness to learn
- Reliable access to internet, own computer, cellphone
- Ability to travel and provide own transportation
- Travel required (Ontario)
- Knowledge of Indigenous cultures and traditions
- Business Development experience is an asset
- 5 years of combined business experience

Diversity and Inclusion

Indigenous Tourism Ontario (ITO) is committed to increasing representation and diversity in our workplace. We have signed on to the [50-30 Challenge](#) whose goals are gender parity and significant representation of other under-represented groups.

ITO works to improve the socio-economic status of Indigenous Peoples through tourism including providing employment opportunities throughout the industry and within our organization. Diversity at ITO means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths.