



Job Title: Indigenous Business Advisor Coordinator

Full Time Contract

Location: Ontario, remote (WFH)

Compensation: Based on qualifications and experience

Closing Date: January 5, 2021

The Indigenous Business Advisor (IBA) Coordinator will be responsible for administering ITO's IBA program. The IBA Coordinator will help train IBAs as well as manage their performance. The IBA Coordinator will be responsible for ensuring the project deliverables are completed.

Responsibilities

- Manage IBA activities and deliverables
- Complete administrative work related to the program including contracts and documentation
- Develop performance indicators
- Deliver IBA training
- Provide support and resources to IBAs
- Identify/Select 15 businesses to receive advisory services and Business Plans
- Identify and coordinate 75 businesses to receive Business Recovery Snapshots
- Formulate summary reports on activities
- Track IBA activities
- Manage IBA budget
- Assist with funder reporting
- Provide updates to Sr Management
- Attend ITO meetings and provide updates as requested

Qualifications

- Strong organization and communication skills
- People/performance management 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
- Ability to travel and provide own transportation
- Travel may be required (Ontario)
- Strong knowledge of regions and geography of 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.