



**Job Title:** Project Coordinator

**Reports to:** Director of Operations

**Full Time Contract, Remote**

**Compensation:** Based on qualifications and experience

**The Project Coordinator** works under the direction of the Director of Operations to support all of ITO's projects. The Project Coordinator will focus on administrative and organizational excellence in order to keep projects and participants on track. The role will also support ITO's timely and accurate reporting to its Board of Directors, Funders, and partners.

#### Responsibilities

- Preparing and reviewing contracts, MOUs and other agreements
- Scheduling of tasks using various tools such as Asana, Excel, Google Drive and Calendar
- Creating project workplans and tracking progress
- Following up with ITO and partner staff to ensure action items are completed in a timely manner
- Identifying and solving roadblocks and challenges, elevating issues when appropriate
- Tracking project data and stats for use in reporting
- Identifying opportunities to introduce processes to create efficiency
- Documenting ITO's established processes and procedures
- Assisting with data management in ITO's CRM
- Assistance with HR administration (ex. Creating job descriptions, posting, sorting and digital filing of applications)
- Assist the President & CEO and Director of Operations with creating spreadsheets and tracking tools for budgets, projects, reporting, etc. as needed
- Other duties as required

#### Qualifications

- Strong organizational and administrative skills
- Excellent verbal and written communications skills
- Ability to maintain good relationships with partners, vendors and stakeholders
- Fluency with Microsoft Office, Google G-Suite, and the ability to quickly learn and adapt to new software and platforms such as CRM, Asana and Dropbox
- Reliable access to internet, own computer
- Travel may be required (Ontario)
- Knowledge of Indigenous cultures and traditions is an asset

#### 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.