

JOB POSTING DETAILS

Job Title	Tourism Development Officer	Job Type	NA
ES Job ID	3586	Duration	NA
Date Posted	August 12, 2022	Location	Massey
		Closing Date	August 18, 2022

Job Overview - Description & Duties

Reporting to the Economic Development Officer, the Tourism Development Officer (TDO) is responsible for leading tourism development programs, services and resources in conjunction with the entire team, and supporting all programs, services and events for Sagamok Anishnawbek. The TDO will work with the local, regional, national or international tourism networks to learn from and promote Indigenous emerging and existing tourism experiences.

Duties and Responsibilities:

- . Contributing, designing and supporting the promotion and implementation of the Sagamok Tourism Strategy;
- . Supporting and guiding Sagamok's entrepreneurs to navigate tourism opportunities, conduct gap analysis and build market-ready products;
- . Work in partnership with other agencies for tourism and product development training/workshops; and
- . Developing and sharing resources, best practices, links and materials related to tourism development for membership, promotions and program opportunities.
- . Leading the planning, coordination and delivery of the Tourism Training Program for Indigenous youth; and
- . Leading the development and coordination of a tourism mentorship program that will match up and coming tourism entrepreneurs with successful tourism operators/businesses to support new business development.
- . Participating in organizational research and reporting for tourism and sector development including opportunities for programming or funding, partnerships, networks, events, etc.;
- . Sharing leadership and planning in the application for funding in support of Indigenous tourism and/or organizational opportunities;
- . Providing other tourism program development, marketing strategy and communications support to the team; and
- . Other related administrative duties in support of a successful team, program and organization.
- . Knowledgeable in the tourism sector;
- . Has proven experience in supporting cultural tourism and entrepreneurial development;
- . Has formal work experience working with or business coaching experiences for tourism operators or entrepreneurs;
- . Has excellent analytical and problem-solving skills; and
- . Is proficient in the use of current office productivity software i.e.: Microsoft Office suite of products.

Required Skills

1. 2-4+ years in the tourism industry including experience development, leveraging research and supporting marketing, etc.;
2. Formal education and training in the fields of Tourism Management or Business, Economic and/or Community Development;
3. Understanding of differences, intricacies, and challenges associated with the Indigenous tourism industry compared to the mainstream tourism industry; and
4. Previous experience working in cultural tourism and with entrepreneurs and Marketing Organizations.
5. Knowledge of Sagamok history and culture.
6. Valid driver's license and vehicle for on-the-job use.
7. Secure and maintain certification in Privacy and Confidentiality.
8. Sign & comply with an annual oath of confidentiality.
9. Valid within 6 months criminal records check/vulnerable sector-CPIC

Other Requirements

How to Apply

Interested applicants MUST submit a cover letter, resume, photocopies of certificates/diploma/degree from a post-secondary institution, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Director of Human Resources

Sagamok Anishnawbek, P.O. Box 610, Massey, Ontario, P0P 1P0

Fax: (705) 865-3307

Email: hr@sagamok.ca

By: Thursday, August 18, 2022, at 4:00 p.m.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Aboriginal people