



## **ABOUT CATALYSTE+**

Catalyste+ is a Canadian economic development organization. We help people build better lives by strengthening local economies in Canada and in developing countries around the world. Since 1967, we've been building capacity with businesses, governments and community organizations to promote locally driven, inclusive growth and sustainable development. We act as a catalyst for our partners to realize their full potential.

## **PROJECT LEAD, INDIGENOUS TOURISM ALBERTA (ITA)**

### **SUMMARY**

Reporting directly to the Director, Indigenous and Northern Services (INS), the Project Lead, ITA will be responsible for fulfilling the ITA programs key deliverables. The Project Lead, ITA must enjoy working within an entrepreneurial environment that is mission-driven and results-oriented. Additionally, the Project Lead, ITA must have the ability to set goals and prioritize among multiple activities, work well under pressure, possess the ability to exercise good judgment in a variety of situations, handle confidential matters with discretion and communicate effectively. The ideal candidate will have experience managing and leading tasks, be a self-starter and have an eagerness to connect with new people in an interesting environment.

**This is a 7-month contract, 25 hours/week. It is also fully remote or hybrid (if commutable to Toronto or Montreal offices).**

### **DUTIES AND RESPONSIBILITIES**

- Monitor and support mentorships with Indigenous Tourism Operators in Alberta
- Administer micro-grants and support clients in the application process
- Coordinate marketing materials (working with internal / external services providers)
- Liaise with INS Officers to coordinate travel for mentorships & advisor attendance at Cultural Awareness Training
- Attend IITC and ITA conferences (possibly lead a workshop or presentation)
- Prepare Final Report

### **KNOWLEDGE AND SKILLS REQUIREMENTS**

- Interested in Indigenous Tourism and its role in Reconciliation
- Strong organizational and time management skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Project management experience an asset
- Critical thinking & problem solving, able to work independently and confidently to assess situations on a case-by-case basis to make sound decisions
- Flexible mindset; actively seeks opportunities and proposes solutions
- Very strong interpersonal skills and the ability to build relationships with Catalyste+ staff, clients and Advisors
- Successful completion of a post-secondary education or 2 to 3 years of relevant work experience
- Creativity around marketing tools and concepts
- Excellent English oral and written communication skills
- Able to exercise discretion in dealing with sensitive or confidential matters

Please forward your resume, cover letter with  
**Project Lead, (ITA)** in the subject line to:

**Jennifer Rovet, Recruitment Manager**

[jrovet@catalystplus.org](mailto:jrovet@catalystplus.org)

**Application deadline: September 22, 2023**

Catalyste+ is an equal opportunity employer.  
We appreciate the interest of all applicants, but only those selected for an interview will be contacted.