

# **Nova Scotia Indigenous Tourism Enterprise Network (NSITEN)**

## **Job/Contract Description: NSITEN Tourism Development Officer**

### **Overview:**

The NSITEN Tourism Development Officer will work on a daily basis with the NSITEN Executive Director to help gather updated information on the current status of Mi'kmaw/Indigenous owned tourism businesses and projects involving the advancement of Mi'kmaw/Indigenous tourism across Nova Scotia. This individual will be well versed in the tourism and business development aspects of the Mi'kmaw Nation and the objectives of the NSITEN organization. The individual will study and promote our yearly targets and objectives as a not-for-profit organization and engage in meaningful discussions with all parties with the goal of advancing Mi'kmaw & Indigenous tourism in our traditional territories represented across Nova Scotia.

### **Job/Contract Duties:**

- The NSITEN Tourism Development Officer will review the current NSITEN membership of new, existing and potential business owners in the existing NSITEN database.
- The individual will also build ongoing and mutually beneficial relationships with tourism business owners and recruit/secure them as ongoing members of NSITEN.
- This will be done through respectful approaches and conversations with business owners (community enterprises/entrepreneurs) involved in tourism, leaders in economic development and the broader support networks that help to drive Mi'kmaw tourism.
- The individual will work together with other NSITEN staff to identify each of these businesses and work to build strong relationships so that these enterprises will be included into the NSITEN business database.
- This individual will also work to ensure that all NSITEN businesses within our established membership (as well as potential new business owners) are made aware of any such immediate and future opportunities in training, employment, cultural tourism development at all levels (Community/Regional/Provincial/Atlantic/National).
- The NSITEN Tourism Development Officer (upon the approval of the Executive Director) will also work to establish strong relationships with key support organizations across Nova Scotia and work to provide business specific and development workshops as identified through a collective effort with partners of NSITEN.
- This individual will also gather recommendations that will be derived from direct conversations with business owners, project partners and community representatives on key areas for development, support and training initiatives.
- This individual will also work with the NSITEN Executive Director to establish networks with mainstream tourism industry representatives to establish future development in areas such as market readiness, industry standards and potential investment areas.

- Ensure all clients are made aware of any events, conferences or training sessions that NSITEN is promoting, partnering with other industry partners on or delivering as part of their Provincial, Atlantic or National strategies.
- Upon further preparation and training, the NSITEN Tourism Development Officer will work with Industry partners to help create more awareness on the visions and goals of the NSITEN organization so as to build sustainable opportunities for projects aimed at cross cultural awareness, organizational MOU's, project supports, and future industry participation at local, regional, provincial, Atlantic, National & International Trade Shows, Conferences, Trade Missions, etc. (Targeted for 2025-26 fiscal year and beyond).
- Be a ready and willing participant for any specific training and development opportunity that NSITEN will prepare to help increase the capacity for the position in relation to industry knowledge, industry connections/intro's and training through one of our industry partners (TIANS, Tourism NS, Destination CB, Discover Halifax, as well as our Mi'kmaw partners such as Ulnooweg, METS, KMKNO, etc).
  - All hired contracted staff of NSITEN must be ready to deliver contract services for the organization on a regular basis with established work timelines and reporting.

**Timeline:**

2025-2026 fiscal year

**Contract Rates:**

NSITEN will provide a rate of \$30.00 per hour at a maximum of 30 hours per week. All invoices will require a weekly or bi-weekly report. There is no tax applied to your invoicing. This will be payable every two weeks, typically on Friday afternoons via E-Transfer. Options for weekly pay may be available.

Each individual must submit an invoice directly from their business which includes an outline of work for the timelines submitted with specific information on related business activities. Each invoice must have its correct date and individual invoice # submitted to NSITEN.

**Note: All contractors will be asked to participate in a team meeting scheduled for Millbrook Hampton on Tuesday, January 13, 2026. You will be set up with your own NSITEN Email via Gmail and will be given information to access your account.**

**Should you require any further information, please contact:**

Robert Bernard Executive Director, NSITEN

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