

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

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

### **Overview:**

The NSITEN Business 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 across Nova Scotia. This individual will be well versed in the 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. This individual will also identify opportunities for NSITEN Member supports for training & development as identified in the 5 Year NSITEN Strategy.

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

- The NSITEN Business Development Officer will implement an environmental scan of new, existing and potential business owners in the cultural tourism industry.
- The individual will also build ongoing and mutually beneficial relationships cultural 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 culture tourism, leaders in economic development and the broader support networks that help to drive Mi'kmaw tourism.
- The individual will work together with the NSITEN Tourism Development Officer 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 Business Development Officer will also work to establish a strong relationship with the Ulnooweg Development Group and work to provide business specific 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 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.
  - **This specifically is connected to the 2026 Atlantic Indigenous Tourism Summit that NSITEN is planning to coordinate (once adequate funding is approved) to take place in Kjipuktuk (Halifax) in the late part of 2026 (Nov/Dec).**
- Upon further preparation and training, the NSITEN Business 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. (Export Ready Strategy to be developed).
- 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, Atlantic & National organizations, etc).

#### **Timeline:**

Contract timeline begins on Monday, February 2<sup>nd</sup>, 2026. This will be a two (2) month full time contract and will end on March 31<sup>st</sup>, 2026. Opportunities for additional contracts into the 2026-2027 fiscal year may be available based on approved funds. **Deadline for applications will be on Friday, March 30<sup>th</sup>, 2026 at 12:00pm.**

#### **Contract Rate:**

**You will be compensated at the rate of \$30.00 per hour with a maximum of 30 hours per week until March 31<sup>st</sup>, 2026.** This will be payable every two weeks, typically on Friday afternoons via E-Transfer. Options for weekly pay may be available.

**Note: All contractors will be asked to participate in an introductory In-Person Meeting in Millbrook on Monday, February 2<sup>nd</sup>, 2026 starting at 1:00pm. You will be set up with your own NSITEN Email via Gmail and will be given information to access your account then as well.**

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

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