

Job Description – Destination Stewardship & Sustainability Specialist

Title

Destination Stewardship & Sustainability Specialist

Reports To

Vice President, External Relations, Sustainable Development, and First Nations Partnerships

Overview

The Destination Stewardship & Sustainability Specialist works with the Vice President, External Relations, Sustainable Development, and First Nations Partnerships to research, develop, support and promote all aspects of Destination Greater Victoria's sustainability work, programs and engagement. The role helps in identifying opportunities for sustainability initiatives, develops materials and information to underpin the organization's sustainability work, and connects with and supports DGV's members and other stakeholders regarding sustainability programs, issues and the circular economy. The Destination Stewardship & Sustainability Specialist also measures and monitors Destination Greater Victoria's sustainability impact and provides insights to inform strategic decision making.

Job Duties

- Synthesize information to support and inform Destination Greater Victoria's business planning, strategic planning, and annual reporting processes relating to sustainability.
- Support, develop, and inform Destination Greater Victoria's work on sustainability and a circular economy, including providing technical input for programs and opportunities.
- Engage with and support DGV's members and partners on sustainability programs.
- Execute the day-to-day operations of DGV's Biosphere Certification Accelerator Program and provide one-on-one Biosphere Certification support to members.
- Maintain DGV's sustainability certifications, including but not limited to Biosphere, BC Green Business, and Ostrom Climate – Climate Positive Status.
- Review and update DGV's Sustainability Strategy and Policy and Climate Action Plan documents as required.
- Draft DGV's annual Sustainability Report.
- Maintain and update content for the Member Sustainability Resource Hub and Sustainability Dashboard.
- Collaboratively put forward initiatives relating to, and compile evidence for, DGV's participation in the annual GDS Index Assessment.
- Compile weekly Destination Stewardship content for the Member Minutes newsletter, highlighting sustainability initiatives, resources, and related updates.
- Collaborate in the creation and delivery of sustainability training sessions for staff and members.
- Participate on and contribute to Destination Greater Victoria's Sustainability Committee.
- Work collaboratively across departments to help tell DGV's, Greater Victoria's, and the tourism sector's sustainability and circular economy story.
- Support regional destination stewardship and First Nation relations initiatives, including through organizational workshops and events.

DESTINATION GREATER VICTORIA

- Work effectively and collaboratively with DGV's business and sustainability partners, including regional municipalities, DBC, Destination Canada, TIABC, TIAC, HAGV, GVHA, GDS, Victoria Airport Authority, BC Ferries, and Biosphere / RTI.
- Continue to improve sustainable operational practices at the DGV Corporate Office.
- Perform other related project work and ad-hoc duties as required.

Key Qualifications

Education

- Bachelor's degree or equivalent qualification (graduate degree preferred) in business, sustainability and/or environmental management, such as business administration, circular economics, environmental or social sustainability, environmental sciences, or environmental management.
- Training in sustainability research and reporting is an asset.
- Training in Balanced Scorecard and strategy-focused business principles is an asset.

Knowledge, Skills and Experience

- Experience in a multi-faceted business environment, the tourism and hospitality industry, sustainability programs and/or circular economy projects is an asset.
- Understanding of sustainability concepts and principles, including the United Nations' Sustainable Development Goals and 2030 Agenda for Sustainable Development.
- Ability to synthesize information and key insights from multiple sources of information.
- Experience in demonstrating the business case for sustainable practices is an asset
- Understanding of the tourism industry, business principles and marketing is an asset.

Personal Attributes

- Comfortable working in a highly collaborative organization.
- Strong sense of initiative and ability to work independently with guidance and support
- Ability to multi-task and manage several projects simultaneously.
- Ability to work effectively as part of a team as well as individually.
- Able to speak in front of and lead groups confidently
- Strong interpersonal and communication skills.
- Inquiring, with excellent analytical skills and attention to detail.
- Strong ethical and best practice approach with a positive attitude.

Working Conditions

- Ability to work alongside and off-site with stakeholders, members and other partners.
- Limited travel may be required, including meetings, conferences, forums or events.
- Ability to attend and present at Destination Greater Victoria events and meetings.
- Hybrid working is available in line with Destination Greater Victoria's policies.