



dambimangari

Aboriginal Corporation

VACANT POSITION: Tourism Project Officer

SEEK short description: Join DAC in Derby to support culturally appropriate tourism, visitor services and stakeholder engagement across Dambimangari Country and community WA.

Dambimangari Aboriginal Corporation (DAC) is currently seeking an organised, adaptable coordinator who thrives working across office, community and on-country environments? Dambimangari Aboriginal Corporation (DAC) is looking for a Tourism Project Officer to help deliver the projects and priorities in the Dambimangari Country Visitor and Tourism Plan.

Working closely with the Visitor and Tourism Manager, Tour Guide Coordinator, Tour Guides, Traditional Owners and a broad network of operators, agencies and partners, you'll play a key role in progressing culturally appropriate, well-managed visitor and tourism initiatives across the whole of Dambimangari Country.

This is a Full Time Role based in Derby, WA.

- Support culturally appropriate tourism for Dambimangari Traditional Owners and Country.
- Work across office, community and on-Country settings with the tourism team and stakeholders.
- Coordinate projects, bookings, reporting and engagement to enhance visitor experiences.

The Role

In this role, you will support delivery of the Dambimangari Country Visitor and Tourism Plan, including:

- **Tourism projects & coordination** - Support delivery of Visitor and Tourism Plan projects, develop plans and schedules, coordinate site visits and logistics, monitor milestones and risks, and assist with research, procurement and funding acquittals.
- **Tours, guides, bookings & finance admin**- Assist the Tour Guide Coordinator and Visitor and Tourism Manager with bookings and guide rosters, maintain a central tour calendar, process invoices and Visitor Pass payments, and prepare monthly tourism reports.
- **Meetings, minutes & team support**- Coordinate meetings and workshops, take accurate and culturally respectful minutes, maintain action registers, and develop presentations and materials for Board, AGM and stakeholder audiences.
- **Traditional Owner, stakeholder & visitor information**- Support respectful engagement with Traditional Owners, document cultural protocols, maintain stakeholder contact lists and visitor information, and collate feedback.
- **Safety, flexibility & organisational responsibilities**- Work safely across remote, marine, community and on-Country environments, adapting to changing priorities and conditions.

About you:

- Demonstrated experience coordinating projects, programs, events or operational activities — ideally in tourism, community development or land management.
- Proven minute-taking skills, including capturing complex and culturally sensitive discussions.
- Strong administration, organisation and time-management skills, with the ability to juggle competing priorities.
- High-level written communication for correspondence, reports, agendas and presentations.
- Strong interpersonal skills and the ability to build respectful relationships with Traditional Owners, Aboriginal communities and diverse stakeholders.
- Sound digital skills across Microsoft Word, Outlook, Excel, PowerPoint and online meeting/file-management systems.



- Current WA driver's licence and willingness to travel, including to remote locations and by small aircraft or vessel where required.
- Current First Aid Certificate (or willingness to obtain), and ability to obtain a Working with Children Check and National Police Clearance.

Desirable

- Experience working with an Aboriginal corporation, Traditional Owner group or in a cross-cultural environment.
- Experience in tourism, particularly visitor servicing, tour operations or nature and cultural tourism.
- A relevant qualification in tourism, project management, business or community development.
- Experience supporting grant applications, budgets, tour bookings or customer administration.

About the Dambeemangaddee people:

We are the Traditional Owners of the land and waters along the north-west Kimberley coastline, extending from the Robinson River, just north of Derby to the Prince Regent River in the far north of the Kimberley region in WA. It has been our home for many thousands of years. We carry the cultural responsibilities of our ancestors to look after Country. Our Country is of great conservation significance, home to many threatened and endemic species, mighty rivers, coral reefs, powerful whirlpools, rugged cliffs, sandy beaches, and more than 700 islands. Dambeemangaddee are part of the Wandjina Woongudd community. We all share a unique body of beliefs and cultural practices we maintain strong connections to our land through our Law, Culture, songs and stories. We visit our Country when we can and have set up homeland communities on our remote coastline. We want to return to Country, live on our homelands, regain control, and teach future generations.

About the Corporation:

Dambimangari Aboriginal Corporation (DAC) is a small, community-driven organisation based in one of the most remote and spectacular regions of the Kimberley. We represent and work for the Dambimangari Traditional Owners, guided by Law and Culture. With a team of over 50, most of whom are Traditional Owners, DAC delivers a wide range of programs and services that support our people, protect Country, and strengthen culture. Our key functions include:

- Managing Native Titles and stakeholder engagement (mining, tourism, development)
- Members Services in health, education and wellbeing
- Land and sea management, including ranger programs and marine parks
- Cultural heritage and Visitor management.
- Economic development and Remote infrastructure
- Corporate Services (finance, admin, payroll)

Ready to Apply?

If you're ready to make a genuine, on-the-ground contribution to culturally appropriate tourism development on Dambimangari Country, working alongside Traditional Owners and a dedicated visitor and tourism team. we'd love to hear from you! To apply, please submit your resume and cover letter.

To Learn more about DAC and the Dambeemangaddee people, visit: www.dambimangari.com.au

For more information about the position, please email dambirecruitment@wcasolutions.com or call (08) 9383 3293



Which of the following statements best describes your right to work in Australia?

What's your expected annual base salary?

Do you have a current Police Check (National Police Certificate) for employment?

Are you willing to undergo a pre-employment medical check?

Do you identify as Aboriginal or Torres Strait Islander?

Do you have a current Working With Children (WWC) Check?

This role is based in Derby, WA. Please confirm that you live in Derby or are able to relocate.