



POSITION PROFILE: INDIGENOUS PROJECT FACILITATOR - RURAL RESET/COVID-RELIEF INITIATIVE

RURAL RESET/COVID-RELIEF INITIATIVE SUMMARY:

Over the last 26 years Women's Enterprise Centre of Manitoba (WECM) has played an important role in guiding women entrepreneurs throughout the province and advancing entrepreneurial supports locally and nationally. WECM is now rolling out a COVID-19 business relief initiative that will assist Indigenous women entrepreneurs across Manitoba.

WECM is looking for an experienced facilitator who can design, identify prospective participants, and guide support workshops for Indigenous female entrepreneurs who are facing current business challenges due to COVID-19.

This position is a contract position with an end date of March 31, 2021.

JOB SUMMARY:

- This position will be responsible for developing, implementing, and delivering workshops designed for Indigenous business women in Manitoba. The Indigenous Project Facilitator is responsible for engaging participants as well as for providing facilitation services and business advice to participants in the workshops. A participatory approach is essential for a successful workshop experience and this position must be able to establish a safe group atmosphere and facilitate learning in diverse groups facing various business challenges.

TYPE OF JOB:

- Contract position ending March 31, 2021

START DATE:

- ASAP

LOCATION:

- It is expected that the job will require the candidate to have the ability to work at home as well at the WECM office as necessary at 100-207 Donald Street, Winnipeg, MB; there could be travel throughout Manitoba required in order to deliver the in-person workshops (as COVID-19 protocols allow)

HOURS OF WORK:

- Approximately 25-30 hours (hours will vary due to travel schedule, workshop presentations, design, and development phases)

MAJOR RESPONSIBILITIES / DUTIES

PROJECT DESIGN AND DELIVERY:

- Design and develop a business support workshop for Indigenous entrepreneurs that respects cultural preferences and supports inclusion; the development includes but is not limited to:
 - creating workshop agendas for each community where the program will be offered
 - ensuring workshop topics reflect the presenting needs of the community as well as individual participant's need assessment
 - facilitate the workshops in-person as well as online



- ensuring the follow up sessions for each workshop are designed to meet the specific business needs of each group
- Develop, liaise, and nurture on-going relationships with Indigenous organizations and women who own and/or operate their own businesses with the goal of engaging women in the support workshops
- Design intake forms to assess and meet the specific business needs of each participant
- Be willing to travel throughout Manitoba for workshops (as COVID-19 protocols allow) and/or deliver workshops virtually
- Be responsible for timely reporting and recording of key workshop information and participant management data

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Experience working directly with Indigenous entrepreneurs and business support organizations
- Relevant education and/or relevant experience in business administration
- Experience facilitating diverse groups facing various challenges
- Experience creating a trusting, confidential environment
- Experience in encouraging a diverse group toward authentic participation, inquiry, action planning, and accountability

KNOWLEDGE OF:

- Business concepts and requirements, business structures, common business practices and procedures, principles, and components of strategic and operational planning
- The unique challenges and barriers facing Indigenous entrepreneurs
- Indigenous cultures, histories, and protocols
- Understanding of Manitoba's entrepreneurial ecosystem as it relates to Indigenous women entrepreneurs
- Office software (Word, Excel, PowerPoint, etc.)
- Online platforms (Zoom, Adobe Connect, Teams, etc.)
- Audio visual and presentation equipment

SKILLS AND ABILITIES:

- Excellent verbal and written communication skills
- Active listening, good judgment and decision-making, and critical thinking skills
- Strong interpersonal and negotiation skills
- Developed facilitation skills
- Presentation development and delivery skill
- Project and time management principles, practices, techniques, and tools
- Standard word processing, spreadsheet, data-base programs, and internet applications
- Use of audio visual and presentation equipment
- Able to effectively prioritize and manage multiple projects with tight deadlines

PERSONAL SUITABILITY:

- Professional and positive interpersonal skills and attitude
- Able to work independently with initiative and resourcefulness
- Cooperative team player with respect for organizational cultures, values, ethics, and standards



- Effective time-management, analytical and organizational skills
- Sensitivity to and accountable for workshop participants' confidentiality
- Sensitivity to cultural differences
- Ability to deal effectively with conflict
- Ability to be flexible in dealing with change
- Responsible, motivated, loyal, reliable, and trustworthy

TRAVEL:

A valid driver's license and willingness to travel within Manitoba as required

SUPERVISORY RESPONSIBILITIES:

None

REPORTS TO:

The Indigenous Project Facilitator reports to the Special Projects Manager