

POSITION PROFILE: 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 women entrepreneurs across Manitoba.

WECM is looking for an experienced facilitator who can guide workshops for peer groups of female entrepreneurs facing current business challenges due to COVID-19. We have found that peer-to-peer groups have been a very effective platform for female entrepreneurs to share common struggles, glean specific business knowledge from industry specific experts, identify action steps, and hold each other accountable to reach individual stated goals. The 2-day intensive workshops will offer the participants an opportunity to interact with industry experts (e.g. taxes, legal, financial, management, ecommerce, social media) and will also provide an opportunity for sharing challenges in a supportive, facilitated environment. We anticipate the size of the workshops will be limited to 6 – 8 participants. These workshops will be held both virtually and in-person for targeted rural and northern communities.

The Project Facilitator position is a contract term position with an end date of March 31, 2021.

JOB SUMMARY:

- The Project Facilitator is responsible for providing facilitation services, business guidance, and training to both the in-person and on-line peer-to-peer group sessions. A participatory approach is essential for a success group experience and the Project Facilitator will need 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 will be extensive travel throughout Manitoba required 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 DELIVERY:

- In coordination with the other project group members:
 - create workshop agendas for each community where the program will be offered
 - ensure workshop topics reflect a response to the presenting needs as determined by both the community's need assessment as well as individual participant's need assessment
 - facilitate the workshops in-person as well as online
 - ensure the follow up sessions for each workshop are designed to meet the specific needs of each group
 - research, update and prepare seminar content material in collaboration with business advisory staff
 - recommend and research new workshop opportunities based on emerging needs
- Assess each participant's needs as per the intake forms and ensure sessions for each workshop are designed to meet the needs of the group
- Provide updates and presentation of new knowledge and trends to team members
- Actively participate in regular planning meetings and provide full support to the project team
- Be responsible for timely reporting and recording of key workshop information and participant management data
- Promote and support the Centre's mandate to provide services to all women, including rural, northern, immigrant and Indigenous women with a sensitivity to geographical issues and cultural differences
- Be willing to travel throughout Manitoba for workshops (as COVID-19 protocols allow)
- Develop a reporting mechanism for ensuring communication back to the Special Projects Manager

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Relevant post-secondary education in commerce or business administration, and/or relevant experience
- 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
- Women's business issues, programs, and other services available to women entrepreneurs in the region including regional business development initiatives
- Entrepreneurship and current challenges facing 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 skills
- 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 Project Facilitator reports to the Special Projects Manager