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## **Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC)**

**Job Posting:** Marketing and Event Manager

Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC)

**Location:** 191 Broadway, Winnipeg, MB

**Position Type:** Full-Time

### **About WTEC**

The Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC) is an Indigenous-led initiative supporting entrepreneurship, innovation, and community-driven economic growth within Treaty One Nations and beyond. WTEC provides business development programs, mentorship, and collaborative space for aspiring and established entrepreneurs to thrive.

### **The Opportunity**

WTEC is seeking a creative, organized, and motivated Marketing and Event Manager to lead communications, digital engagement, and brand awareness initiatives. The Marketing and Event Manager will play a key role in promoting WTEC programs, events, entrepreneurs, and community initiatives across multiple platforms.

### **Key Responsibilities**

- Manage and update the WTEC website, including edits, postings, and content updates
  - Create and manage social media content for platforms such as LinkedIn, Instagram, and Facebook
  - Coordinate and promote WTEC events, workshops, and networking opportunities
  - Develop marketing and communication materials for WTEC initiatives
  - Plan and implement strategies to increase community engagement and brand awareness
  - Maintain consistent branding across all communications and platforms
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- Collaborate with staff, mentors, entrepreneurs, and community partners to promote WTEC activities
- Assist with photography, content collection, and storytelling for WTEC programming

### **Qualifications**

- Bachelor's degree in marketing, Business Administration, Economic Development, Public Administration, Indigenous Studies, Community Development, or a related field
- Experience in marketing, communications, social media management, or a related field
- Strong written and verbal communication skills
- Knowledge of social media platforms and digital marketing strategies
- Experience with website management and content creation
- Strong organizational and time management skills
- Ability to work independently and collaboratively in a team environment
- Graphic design or content creation experience is considered an asset
- Passion for community development and supporting Indigenous entrepreneurship is an asset

### **Working Conditions and Compensation**

- Office-based at 191 Broadway, Winnipeg.
- Occasional evening or weekend work for events or community programming.
- Competitive salary commensurate with experience.
- Comprehensive benefits package and pension plan after probationary period.

### **How to Apply**

Please submit your résumé and cover letter to [admin@wtecentre.ca](mailto:admin@wtecentre.ca) with the subject line "Marketing and Event Manager – WTEC."

Applications will be accepted until June 5th or until the position is filled.