

Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC)

Job Posting: Assistant Program Manager

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Location: 191 Broadway, Winnipeg, MB

Position Type: Part-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 reliable and community-oriented Assistant Program Manager to support entrepreneurs and programming activities at the WTEC Broadway location. This role will primarily involve supporting evening and weekend operations while helping maintain a safe, professional, and welcoming environment for entrepreneurs and visitors.

Key Responsibilities

- Support evening and weekend operations at the WTEC office located at 191 Broadway
 - Assist entrepreneurs and visitors entering and exiting the building
 - Maintain a welcoming and professional environment
 - Document information, updates, and feedback from entrepreneurs and share relevant information with WTEC staff
 - Greet visitors and assist with inquiries
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- Help support WTEC programming, events, and activities as needed
- Monitor building access and ensure operational procedures are followed
- Communicate effectively with WTEC staff regarding entrepreneur's needs and activities

Qualifications

- Strong communication and interpersonal skills
- Reliable, responsible, and able to work independently
- Comfortable working evenings and weekends
- Strong organizational and documentation skills
- Customer service or community support experience is considered an asset
- Ability to maintain professionalism in a collaborative workspace environment
- Interest in supporting Indigenous entrepreneurs and community initiatives is an asset

Working Conditions and Compensation

- Evening and weekend availability required
- Work location: 191 Broadway
- Competitive compensation based on experience
- Opportunity to support a growing Indigenous entrepreneurship community
- Comprehensive benefits package and pension plan after probationary period.

How to Apply

Please submit your résumé and cover letter to admin@wtecentre.ca with the subject line "Assistant Program Manager – WTEC."

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