



INFINITY WOMEN SECRETARIAT

BUSINESS NAVIGATOR

December 14, 2023

Posting #23-15-018

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The Infinity Women Secretariat (IWS) is a proud affiliate of the MMF whose main purpose is to promote, empower and enhance the social, culture and economic well-being of Métis Women, Girls, and 2SLGBTQ+ Individuals.

The IWS seeks to fill **one full-time Business Navigator** position located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the IWS Spokeswoman, the Business Navigator is mainly responsible for assisting Métis Women seeking new business advice and for help with a current business, along with developing, implementing, monitoring, and reporting on strategic economic initiatives that are aligned with long-term economic development for the IWS.

Job Duties/Competencies:

- Assist Métis Women who are wanting to start a new business by researching market conditions and emerging trends, and assisting with relevant paperwork;
- Assist Métis Women looking for resources/supports for their current businesses by researching available grants and funding, and utilizing support groups for entrepreneurs;
- Participate in business planning, strategic planning, and research initiatives in support of economic development;
- Assist in the development of strategic plans by researching, facilitating, coordinating, implementing, and evaluating program initiatives which align with long-term strategies;
- Lead a range of programs, services, initiatives, and activities such as business outreach, local economic development, project facilitation, community economic involvement, etc.;
- Manage a portfolio of corporate business leads and prospects, and maintain records of partnership activities.

Skills and Qualifications:

- Bachelor's Degree in economics, commerce, business administration or public administration;
- Experience in economic/business development;
- Experience implementing strategies for projects;
- Experience with report and proposal writing;
- Experience working with an Indigenous community, Boards, and Committees would be an asset;
- Excellent communication, interpersonal, organizational, writing, and time management skills;
- Knowledge of Métis culture and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Wednesday, January 3, 2024.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.