



**INFINITY  
WOMEN**  
SECRETARIAT ∞

## INFINITY WOMEN SECRETARIAT

### BUSINESS NAVIGATOR

May 5, 2025

Posting #25-15-007

The Infinity Women Secretariat (IWS) is a non-profit organization that connects Red River Métis women, girls, 2SLGBTQ+ members throughout the Province of Manitoba and beyond, with a mandate to promote, empower, and enhance their well-being. Incorporated on April 23, 2013, IWS has become well known in our Red River Métis communities and remains a proud affiliate of the Manitoba Métis Federation (MMF), the National Government of the Red River Métis.

The IWS seeks to fill **one full-time Business Navigator** position located at 150 Henry Ave in **Winnipeg, MB**. The Business Navigator is responsible for assisting Red River Métis women seeking to start or grow their own business which will include providing business advice, mentorship, business planning, professional development and training, and access to networking resources and supports. The incumbent will develop, implement, monitor, and report on strategic economic initiatives that are aligned with long-term economic development of IWS.

#### **Job Duties/Competencies:**

- Assist Red River Métis Women Entrepreneurs looking for resources/supports to grow their current businesses;
- Provide targeted business navigation services including professional development and training programs, mentorship initiatives, and networking opportunities;
- Research market conditions and emerging trends, available grants and funding, and utilizing entrepreneurial support groups to enhance business navigation services;
- 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 in providing business advisory services and mentorship;
- Experience in researching economic networking opportunities;
- Experience implementing strategies for and coordinating economic initiatives ;
- 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 Monday, May 12, 2025.**

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 Red River 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.**

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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).