



**SOUTHEAST COMMUNITY FUTURES DEVELOPMENT
CORPORATION**

BUSINESS SUPPORT OFFICER

INDIGENOUS WOMEN AND YOUTH ENTREPRENEURS PROGRAM

JOB POSTING

Under the supervision and direction of the Director of Southeast Community Futures Development Corporation (SCFDC), the Business Support Officer will provide administrative support, advisory support and itinerant services in the delivery and implementation of the Indigenous Women and Youth Entrepreneurs (IWYE) Programs – Funded by the National Aboriginal Capital Corporation Association.

The primary objective of this position is to focus on building the capacity, developing tools, resources and supports for Indigenous women to build or grow their own businesses.

Job Summary:

The Business Support Officer will:

- Provide quality delivery and administration of the IWYE programs;
- Be the point of contact and support for IWYE's approaching SCFDC for business services and financing;
- Be responsible for delivering business training and workshops to IWYE's in the community to assist them with starting and growing their businesses;
- Be responsible for outreach to Indigenous women and youth in the communities that SCFDC serves;
- Be responsible for the micro-loan program and assisting IWYE's to apply and access micro-loans;
- Attending appropriate Business Support Officer professional development and leadership training

Responsibilities

The major responsibility of the Business Support Officer is to assist IWYE's in navigating the entrepreneurial ecosystem. These include:

- Business Plans – Assist IWYE clients and prospective clients with business plan development
- Business Coaching – Provide direct support for IWYE clients as needed
- Learning Network – Assess and assist IWYE client needs for training and workshops, as well as peer to peer learning opportunities such as small group learning circles, regional conferences, webinars, etc.
- Reporting & Budgeting – Take a lead role in accurate, consistent reporting and managing program budgets for IWYE programs
- Small Business Lending – Assist with activities to expand the number of qualified IWYE loan clients

General

- Create an inclusive and supportive environment for IWYE's, building strong relationships and responding to inquiries in a professional and friendly manner
- Provide IWYE's with information and referrals to other programs and services as needed
- Maintain up to date records and files of IWYE clients
- Monitor and report on IWYE activities and projects
- Provide business and advisory supports to IWYE's
- Attends and/or participates in promotional activities, conferences and meetings which have a direct benefit to IWYE activities and objectives
- Network and build relationships with stakeholders in the region
- Engage in marketing and outreach initiatives to IWYE's in the region
- Organize, facilitate and deliver training and workshops for IWYE's in the region

Qualifications

- 3-5 years' experience in community economic development, business finances, bank, credit union or a non-profit organization preferred
- Post-secondary degree or diploma in business administration, finances or community economic development; Equivalent experience will also be considered
- Experience with budgeting and financial systems and procedures
- Demonstrated experience with completion of loan and contribution program applications
- Demonstrated experience with Powerpoint, Excel and Microsoft Office
- Strong organizational skills
- Excellent writing and communication skills

- Knowledge of accounting, marketing and business management
- Valid Class 5 drivers license and a vehicle
- Experience in working with Indigenous business and economic development is an asset
- Knowledge and understanding of Indigenous histories and cultures is an asset
- Lived experience and/or knowledge of Indigenous women is an asset
- Knowledge of government loan, grant and contribution programs as they relate to Indigenous business and economic development is an asset

Confidentiality

Maintains confidentiality of all program and client information

Travel

Travel will be required within the Southeast region of Manitoba to deliver workshops and provide support services. Some out of province travel to attend training, conferences will also be required

Contract: Full-time ending March 31, 2029 with possibility of an extension

Start date: Immediate

Salary: To be determined based on qualifications

Closing Date: Until position filled

Please send a current resume to with a cover letter to:

Email: Scfdc@serdc.mb.ca

In the subject line, please indicate which position you are applying for

Phone: 204-943-1656

Fax: 204-943-1735

We thank you for your interest, however only those applicants selected for an interview will be contacted. Preference will be given to qualified Indigenous candidates who voluntarily self-declare in their application.