



WTEC
Wiitahnookiinitaw Tahshkayzing
Entrepreneurship Centre

WIITAHNOOKIINITAW TAHSHKAYZING ENTREPRENEURSHIP CENTRE EMPLOYMENT OPPORTUNITY Assistant Program Manager

ABOUT US

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.

POSITION SUMMARY

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
- 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

DATE

- Comprehensive benefits package and pension plan after probationary period.

HOW TO APPLY

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

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