



TREATY ONE NATIONS INC.

JOB POSTING

Program Manager

Mino'Ayaawag Ikwewag Entrepreneurship Grant Program

ABOUT US

Formed in 2023, Treaty One Nations Inc. (T1N) represents the interests of the seven signatory First Nations of Treaty No. 1, originally signed on August 3, 1871, at Lower Fort Garry. T1N is committed to advancing areas of collective self-governance, cultural preservation, and community well-being for its Nations. T1N is Responsible for the governance and oversight of the development of the jointly held Treaty One Lands. The leadership of the seven First Nations of Treaty No. 1 forms the Governing Council of T1N.

POSITION SUMMARY

Reporting to the Executive Director, the Program Manager is responsible for the overall planning, implementation, and administration of the Mino'Ayaawag Ikwewag Entrepreneurship Grant Program for First Nation Women Entrepreneurs across Manitoba. The role ensures the program is delivered in accordance with the program funding agreement, including grant intake, adjudication processes, financial oversight, reporting requirements, and stakeholder collaboration.

The Program Manager will lead the development of transparent, culturally grounded processes that support First Nation women entrepreneurs while ensuring compliance with funding requirements, financial accountability, and program impact reporting. The position plays a key role in advancing economic participation and leadership opportunities for First Nation women.

KEY RESPONSIBILITIES

The Program Manager is responsible for leading the development and implementation of the entrepreneurship grant program, ensuring it aligns with Treaty One governance values and economic development priorities. This includes establishing program policies, procedures,

and operational guidelines, as well as supporting branding, communications, and outreach efforts. A key focus is ensuring the program is accessible, culturally safe, and low-barrier for applicants.

The role oversees the full lifecycle of grant administration, including application intake, eligibility screening, assessment, adjudication, and disbursement of funds. The Program Manager coordinates adjudication committees and ensures that all decision-making processes are fair, transparent, and accountable.

Ongoing program monitoring and support are central to the position. This includes providing guidance to grant recipients, tracking the use of funds, and monitoring outcomes such as business start-up and expansion, equipment and asset acquisition, market development, and innovation. The role also involves managing and overseeing the program budget, ensuring funds are allocated appropriately, and maintaining accurate financial records for audit and reporting purposes.

In addition, the Program Manager is responsible for reporting and compliance requirements, including preparing reports for the Government of Manitoba and ensuring adherence to all funding agreements. The role involves tracking program outcomes and the geographic distribution of funding.

Collaboration is a key component of the position, requiring close coordination with partners such as Treaty One Development Corporation (T1DC), Wiitahnookiinitaw Tahshkayzing Entrepreneurship Centre (WTEC), and the Government of Manitoba. The Program Manager also builds and maintains relationships with First Nation entrepreneurs, community organizations, and economic development stakeholders.

Finally, the role supports program evaluation and impact measurement by developing performance metrics, assessing economic and social outcomes, and providing recommendations to strengthen and sustain the program over time.

QUALIFICATIONS

Education

- Bachelor's degree in Business Administration, Economic Development, Public Administration, Indigenous Studies, Community Development, or a related field.
- Equivalent combinations of education, professional training, and relevant experience may be considered.
- Additional training in entrepreneurship development, grant administration, financial management, or program evaluation is considered an asset.

Cultural Knowledge

- Demonstrated understanding of First Nation governance, Treaty relationships, and the social, economic, and cultural realities impacting Indigenous communities in Manitoba.
- In-depth knowledge of historical and contemporary barriers faced by First Nations women entrepreneurs, including systemic inequities related to access to capital, mentorship, and market opportunities.
- Understanding of culturally grounded and community-led approaches to program design and delivery that support self-determination and economic reconciliation.
- Awareness of cultural protocols and respectful engagement practices when working with Elders, Knowledge Keepers, community leaders, and citizens.
- Familiarity with First Nation-led economic development initiatives and entrepreneurship supports within First Nations and Indigenous-led organizations.
- Demonstrated commitment to fostering culturally safe, inclusive, and trauma-informed environments for Indigenous women entrepreneurs and program participants.

Experience

- Minimum five (5) years of experience in program management, economic development, entrepreneurship support, or grant administration.
- Experience managing government-funded programs, including compliance, reporting, and financial accountability requirements.

- Proven experience developing and implementing programs, policies, or initiatives that support entrepreneurship, small business development, or community economic development.
- Experience administering funding programs, including application intake, adjudication processes, and proposal evaluation, is considered an asset.
- Demonstrated experience managing budgets, monitoring expenditures, and preparing financial and program reports.
- Experience collaborating with government departments, Indigenous organizations, non-profits, and community stakeholders.

SKILLS & COMPETENCIES

- Strong knowledge of First Nation-led economic development and entrepreneurship ecosystems.
- Excellent project management, organizational, and program coordination skills.
- Strong communication and stakeholder engagement skills, with the ability to build effective working relationships across diverse groups.
- Ability to apply culturally grounded and community-based approaches in program implementation and service delivery.
- Proficiency with program tracking systems, reporting tools, and Microsoft Office Suite.

Join our dynamic team and contribute to the growth and development of Naawi-Oodena.

CLOSING DATE FOR APPLICATION IS: May 8, 2026

Please submit a cover letter, resume, and three references to:

Blair Strong, Director of Operations

Treaty One Nations Inc.

103-1075 Portage Avenue

Winnipeg, Manitoba R3G 0R8

bstrong@treaty1.ca

Please self-identify as First Nations in your cover letter. Priority will be given to members of Treaty No. 1 Communities. We thank all who apply and advise that only those selected will be contacted for further consideration.