

Small Business Consultant

Full Time, Permanent

Hybrid work environment – in office & work from home

SEED Winnipeg are seeking a highly motivated and experienced Small Business Consultant to join our team. In this role, you will be responsible for delivering high-quality training and providing business coaching support to entrepreneurs, particularly those from marginalized communities. You will also play a key role in the administration and coordination of entrepreneurial programs that align with our mission.

About SEED

SEED Winnipeg envisions a world where opportunities exist for all people and communities to realize their hopes. Our mission is to build strong communities and increase opportunities for people through financial empowerment programs and services.

What We Offer

You will have the opportunity to work in a participatory and collaborative work environment. You will be able to apply your skills to advance SEED's mission of enhancing economic opportunities for Manitobans living on low levels of income. SEED provides comprehensive benefits which includes extended health, progressive personnel policies, and opportunities for paid professional development. Vacation starts at 3 weeks per year and all staff are encouraged to have a healthy work-life balance. The salary range for this position is \$47,100 – \$75,852. The starting salary will be commensurate with qualifications and experience.

Key Responsibilities

- Facilitate group training sessions and workshops both online and in person, tailored to the needs of diverse small business owners.
- Provide one-on-one coaching and support to entrepreneurs, helping them navigate challenges and grow their businesses.
- Administer and coordinate small business programs, including scheduling meetings, data entry, minute-taking, responding to public inquiries, administrative tasks, monitoring progress of programs, maintain electronic files and provide support with reporting to stakeholders.
- Collaborate with team members to design and implement new initiatives that support cooperatives and social enterprises.
- Maintain up-to-date knowledge of trends in small business, cooperatives, and social enterprises, and incorporate this knowledge into program development.
- Build and maintain relationships with community partners, stakeholders, and clients to foster a supportive network for entrepreneurs.
- Manage projects effectively, ensuring they are completed on time, within scope, and in alignment with department and organizational goals.
- Work independently and as part of a diverse, collaborative team, contributing to a positive work environment.
- Be flexible and available to work during evenings and weekends as required.

Qualifications

- Small business ownership experience
- Strong business plan development and assessment skills
- Demonstrated group facilitation and coaching skills
- Ability to effectively deliver online and in person training and support
- Robust project management skills
- Excellent communication and analytical skills
- Knowledge of cooperatives and social enterprise
- Experience working with diverse clients living on low levels of income
- A value base related to building healthy communities and empowering marginalized communities including those who identify as Indigenous, racialized, immigrants, people with disabilities and who are part of the 2SLGBTQ+ community
- Demonstrated understanding of the ongoing impacts of colonization
- Desire to work in a non-profit environment
- Ability to work independently and as part of a diverse team
- Be available to work during evenings and weekends

To Apply

SEED Winnipeg has a comprehensive diversity statement and is an equal opportunity employer. We value candidates who have lived experience living on a low level of income. We encourage candidates to self-identify in their cover letters.

Applicants should send a cover letter and resume by Wednesday, September 25th at noon to info@seedwinnipeg.ca Attention: BEST Program. Applicants should provide detail on how they meet the qualifications required for this position in their cover letter and resume.

While SEED appreciates all applications, only applicants selected for an interview will be contacted. For more information about SEED, please visit www.seedwinnipeg.ca.