



WEKH
PCFE

**WEKH Summer Student
University of Manitoba, Asper School of Business Hub**

Position Responsibilities

The Women Entrepreneurship Knowledge Hub (WEKH) Summer Student will support WEKH's national Indigenous research, outreach, and partnership development. This position will be housed at the University of Manitoba, Asper School of Business Hub. This position will focus mainly on supporting the Indigenous Outreach & Partnerships Strategy Specialist with the implementation of the Indigenous Outreach & Partnerships Strategy. The successful WEKH Summer Student will assist in the planning, research, and development of the WEKH's overall Indigenous initiatives and plans. The position will be responsible for administrative responsibilities related to research and infrastructure development, external communications with stakeholders (as needed), and will participate in the day-to-day activities of WEKH Indigenous.

- Assist in planning & executing the Fall 2021 **National Indigenous Womens' Roundtable Discussions** in various regions across Canada; this entails working with the Indigenous Research Strategist and Regional Hubs to plan and execute the overall roundtable events
- Assist in the development of an **Indigenous Womens' Entrepreneurship Design Sprint** based on the Recommendations and Calls to Action in the WEKH Indigenous Women's research report of 2021
- Responsible for database management and administrative tasks, including updating important information that must remain up to date on the WEKH website
- Will participate in the creation of blog content for the WEKH Indigenous website
- Attending regularly scheduled meetings with various ecosystem partners and taking detailed notes for the WEKH Indigenous team; will be responsible for meeting minute recording of all stakeholder meetings and will maintain record keeping for all meetings
- Prepare for and participate in the **National WEKH Indigenous Women Entrepreneurship Quarterly Ecosystem Meeting**
- Participate in formal and informal research projects over the course of the summer, include data collection and strategic planning

Position Qualifications

Education:

Enrolled in a post-secondary program in Business, Commerce, or related field. Major in Indigenous Business and/or Entrepreneurship and/or Leadership + Organizations is an asset.

Experience:

- Experience working with Indigenous communities is required.
- Understanding of Indigenous cultural knowledge required.
- Understanding of Indigenous Business in Canada is considered an asset.

Skills & Abilities:

- Highly motivated individual with the ability to prioritize multiple tasks.
- Enthusiastic interest in the success of Indigenous women owned businesses.
- Able to work independently with remote supervision.
- Able to meet deadlines with a punctual meeting attendance record.
- Familiar with video-conferencing tools such as Zoom & Doodle.
- Familiar with Microsoft Office and/or GSuite.
- Excellent written communication skills.
- Keen eye for detail.

APPLY TO: ashley.richard@umanitoba.ca

WEKH MB Hub is led by Suzanne Gagnon + Debra Jonasson-Young