



Job Description

Program Manager

Reports to: Co-Directors**Salary and Benefits:**

- Base salary (ranging from \$55,000 to \$70,000 based on relevant education and work experience)
- Northern Top-Up (\$20,000 if you reside in the Northwest Territories, the Yukon or Nunavut)
- Full Benefits & Annual RRSP Contributions

Term: Full-time, 3 to 5-year term**Location:** Yellowknife, NT (other Northern locations will be considered on a case-by-case basis).

Our Vision

A movement of Northern Indigenous entrepreneurs who are innovating solutions to strengthen economic resilience and community wellbeing for generations to come.

Our Purpose

To advance thought leadership on business education and financial practices that honours Indigenous knowledge systems, creates social change, and generates new economic pathways.

Our Mission

Empowering Indigenous entrepreneurs to build sustainable businesses and livelihoods across the North.

The role

The Program Manager is integral to EntrepreNorth's mission to empower Indigenous entrepreneurs to build sustainable businesses and livelihoods across the North. This position takes a lead role in managing the implementation of our program offerings and business education across the North and online. They ensure a culturally enriching and high quality learning experience to support entrepreneurs and social innovators on their personal and business growth journeys.

As a community builder and people leader, the Program Manager cultivates relationships with hired contractors, program facilitators, and community partners. They also work in close collaboration with EntrepreNorth's team and other ecosystem partners to ensure synergy across all platforms and program offerings.

Key Outcomes for this Role

- A growing movement of Indigenous entrepreneurs who are equipped with the knowledge, skills and self-confidence to start and grow a business and develop a sustainable livelihood
- Programs and their implementation are grounded in Northern culture, values, and Indigenous ways of knowing, being, and doing
- Annual Program Delivery Plans are managed through close consultation and strong relationships with EntrepreNorth staff and external partners and networks across the North
- Program implementation plans are comprehensive, effectively managed, and aligned with EntrepreNorth's strategic goals, objectives and funding agreements
- EntrepreNorth's programs are managed in a fiscally responsible manner, achieving maximum reach, and delivering exceptional impact and value to entrepreneurs
- EntrepreNorth's community is fostered and supported by a suite of online resources, tools and channels
- Project teams are collaborative, high-performing and fulfilled in their work; they have a clear understanding of goals and are well-equipped and supported to meet them

Strengths and experience

- An experienced project or program leader, with a degree or diploma in education, marketing/communications, business administration, project management, or a related field; OR significant experience managing projects and programs in a Northern setting

- Has a deep understanding and experience of working in Indigenous communities, and/or culturally sensitive environments
- A highly self-motivated leader, who is able to take initiative and problem-solve to see projects through to completion
- An excellent communicator who builds and maintains strong and lasting relationships with partners, communities, and program participants
- Is an authentic people leader who operates by example and can effectively lead within a team that spans the North, both in person and virtually
- Highly organised and able to manage competing deadlines, priorities and needs
- Appreciates and is open to travel opportunities across the North

Application Method

To apply for this position, please submit your Cover Letter and Resume on the careers page of our [website](#).

EntrepreNorth is a project of [MakeWay](#)