

# Program Lead (Saskatoon)

## About WESK:

Women Entrepreneurs of Saskatchewan (WESK) is a non-profit organization with over 800 members across Saskatchewan. We're dedicated to helping women start, develop, lead and grow their businesses by offering business advising, financing, training and networking events.

With offices in Regina and Saskatoon and services accessible across Saskatchewan, WESK is dedicated to supporting women at every stage of their business journey. While we are a small team, our impact is significant! Our size enables us to remain agile and responsive, allowing us to adapt quickly to emerging needs and opportunities. Collaboration is at the core of our non-profit culture; we work closely together, united by a shared purpose and a deep dedication to advancing the success of women in business.

At WESK, we are committed to creating a workplace where everyone feels safe, respected, and included. We welcome and encourage applications from all equity-deserving groups. We support employment equity and will do our best to provide accommodations during the recruitment process upon request to ensure equitable access for all applicants.

We are looking for a full-time, term Program Lead in Saskatoon. Reporting to the Program & Growth Manager, the Program Lead is responsible for the delivery of WESK programs and supports.

This position is perfect for you if you...

- Proactively solve problems and prioritize tasks effectively
- Identify areas for improvement and present impactful solutions (you don't just make it work; you make it better!)
- Seek guidance and clarification when needed
- Adapt quickly to new processes and technologies with a growth mindset
- Lead and motivate others
- Feel comfortable giving and receiving constructive feedback

## Responsibilities:

### Program Management and Coordination

- **Program Management:** Overseeing all aspects of program management, including scope, resources, timelines, budgets, and deliverables for multiple training initiatives and projects.
- **Program Administration:** Scheduling and coordinating online and in-person training sessions, ensuring seamless execution and participant satisfaction.
- **Program Coordination and Contractor Oversight:** Developing requests for proposals, selecting qualified contractors, and ensuring clear communication and oversight to align deliverables with program objectives and organizational standards.
- **Event Planning:** Organizing and managing virtual and in-person events such as webinars, workshops, and special projects.

## Program Delivery and Engagement

- **Facilitation:** Leading workshops and training sessions to deliver impactful and relevant content to participants.
- **Communication Strategies:** Clearly outlining program goals, deadlines, and participant expectations in written and verbal formats. Adjusting the style, tone, and medium of communication for various stakeholder groups. Delivering well-prepared presentations that align with WESK's brand voice and visual identity.

## Evaluation and Continuous Improvement

- **Feedback Collection and Reporting:** Collecting and analyzing participant feedback, preparing reports to meet funding requirements, and enhancing program effectiveness.
- **Research and Development:** Leveraging research and development to design impactful, data-driven programs that address the unique needs of women entrepreneurs. Through needs assessments, market trend analysis, and stakeholder collaboration, ensuring programs remain innovative, relevant, and aligned with WESK's mission of empowering women entrepreneurs across Saskatchewan.
- **Proposal Support:** Assisting the Program & Growth Manager in writing proposals for new initiatives and funding opportunities. Anticipating potential gaps or challenges and proactively seeking solutions, such as partnerships, grants, or innovative program designs, to strengthen program outcomes.

## Stakeholder Engagement and Collaboration

- **Stakeholder Engagement:** Building and maintaining positive relationships with women entrepreneurs, WESK partners, stakeholders, and support organizations across Saskatchewan to enhance program offerings and create new opportunities for women entrepreneurs.

## Technical and Organizational Skills

- **Computer Proficiency:** Proficient in Microsoft 365, Zoho, and WordPress for managing content and supporting program delivery.
- **Resourcefulness:** Proactively and creatively addressing challenges, identifying opportunities, and achieving program objectives with the tools and resources available.

## Mindset

- **Mission-Driven:** Have a desire to make a positive impact for women entrepreneurs in Saskatchewan.
- **Equity, Diversity, and Inclusion Commitment:** Prioritize learning and skills development to better support equity-deserving groups. Lead with integrity to build a stronger, more equitable entrepreneurial ecosystem and workplace where every voice matters.
- **Confidentiality:** Act with integrity and protect WESK and client information.
- **Communication:** Work effectively in a team and communicate clearly and respectfully with colleagues, clients, partners, and stakeholders. Ensure communication is detailed and accurate, reflecting attention to detail in all tasks.
- **Accountability:** Be accountable for actions, decisions, and outcomes.
- **Collaboration:** Build and maintain positive and productive relationships with colleagues, clients, partners, and stakeholders by consistently demonstrating a commitment to collaboration,

inclusivity, and trust. Approach challenges resourcefully to find effective solutions that support shared goals.

- **Planning and Organization:** Manage priorities, set objectives, and meet timelines with exceptional attention to detail.
- **Adaptability:** Adapt to changing priorities, processes, technologies, and client needs. Use resourcefulness to overcome obstacles and ensure timelines and objectives are met.
- **Process Improvement:** Be mindful of improvement opportunities by asking questions, making suggestions, and collaborating on solutions. Leverage resourcefulness to innovate and achieve objectives efficiently.
- **Technology Proficiency:** Demonstrate proficiency in utilizing systems and software effectively, adapting to technological change, and safeguarding against cyber threats.
- **Strategic Engagement and Representation:** Participate in strategic internal committees, WESK events, and represent WESK at community and business events.
- **Personal Leadership and Initiative:** Display a proactive approach to work, take the initiative to identify opportunities for growth, support others, and take on new challenges.

## Education and Experience:

- Experience in project management
- Experience with event planning for both virtual and in-person formats
- Proven experience in stakeholder engagement and managing partnerships
- Strong organizational skills with attention to detail and the ability to handle multiple priorities
- Familiarity with training program design and delivery

## Compensation and Benefits:

- Salary range: \$60,000 to \$70,000
- Term position: May 2026 to March 2027
- Robust employer-contributed benefits package (health, vision, dental)
- Employer-contributed retirement savings plan
- Hybrid position: option to work from home on Mondays and Fridays
- Access continuous professional development through training opportunities, networking, and learning from entrepreneurs across Saskatchewan

## To Apply:

If you enjoy a collaborative work environment, where you directly impact client success, please email your resume to Amanda Parkinson, at: [aparkinson@wesk.ca](mailto:aparkinson@wesk.ca) by midnight on **Monday, March 9, 2026**, **with the subject line: Program Lead**. Only candidates selected for the interview process will be contacted.