

Adams Lake Indian Band

P.O. Box 588, Chase, BC V0E 1M0

Phone:679-8841 Fax:679-8813

email: receptionist@alib.ca

www.adamslakeband.org

EXPRESSION OF INTEREST:

Events Coordinator

To assist in carrying out events according to workplans with Social Worker

Delivery of events:

- o In a timely manner provide the coordination of the providing events in a work plan set out by Social Worker.
- o Must be fluent in the Secwepemc cultural protocols that relate to planning events
- o Own transportation to complete the event
- o Responsible for the cleanup of the meeting space
- o Pre-organization of the agenda for the event
- o Ability to meet tight deadlines
- o Ability to work within a budget and create event reports
- o Engage with wellness providers to plan a schedule of events

Cancellation Policy:

- o This does include Acts of God
- o 48 full hours is required to cancel contract
- * Adams Lake Band will cancel for reasons such as: Funeral, Acts of God

Application for Facilitation Services:

- 1) Must provide proof of current liability insurance
- 2) ALIB will provide WCB
- 3) Other requirements: proof of transportation
- 4) Events planning education preferred. Must have prior events planning experience.
- 5) Knowledge of cultural protocols

Deadline Date: November 26th, 2020

Time: 8:30 AM *no exceptions"

Please submit bids to Jolene Anderson, ALIB Social Worker

Email: janderson@alib.ca Phone: (236) 313 1533