

## **EXPRESSION OF INTEREST:**

### **Events Coordinator For 1 full day Community workshop March 28, 2020**

Provide planning and coordination of a workshop combined with a family event and activity that includes hiring caterer, meal planning, collaborating with workshop facilitator and coordination of cultural activity and family event.

#### **Delivery of the 1 day Child welfare workshop:**

- In a timely manner provide the coordination of the child welfare event in March 2020.
- Must be fluent in the Secwepemc cultural protocols that relate to planning events
- Own transportation to complete the event
- Responsible for the cleanup of the meeting space
- Pre-organization of the agenda for the event
- Ability to meet tight deadlines
- Ability to work within a budget and create event reports
- Engage with wellness providers to plan a schedule of events

#### **Cancellation Policy:**

- This does include Acts of God
  - 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) ALIB will provide WCB
- 2) Other requirements: proof of transportation
- 3) Events planning education preferred. Must have prior events planning experience, provide references
- 4) Knowledge of cultural protocols

**Deadline: Date: Friday February 28<sup>th</sup>, 2020**

**Time: 4:30 PM \*no exceptions"**

**Please submit bids to Jolene Anderson, ALIB Social Worker Email: [janderson@alib.ca](mailto:janderson@alib.ca) Phone: (250) 253-1773**