



## ***Adams Lake Indian Band***

P.O. Box 588; Chase, BC V0E 1M0  
PHONE: (250) 679-8841 FAX: (250) 679-8813  
[www.adamslakeband.org](http://www.adamslakeband.org)

### **EXPRESSION OF INTEREST:**

#### **Events Coordinator**

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

#### **Delivery of events:**

- In a timely manner provide the coordination of the providing events in a work plan set out by Social Worker.
- 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) 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 6<sup>th</sup>, 2020**

**Time: 8:30 AM \*no exceptions\***

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