



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Expression of Interest Handgames Co-ordinator and Planning Lead

The Champagne and Aishihik First Nations (CAFN) is inviting submissions from experienced **Coordinator/Planner** who has the qualifications and capacity to provide planning and coordination services for a Handgames Tournament **June 19-22, 2026** at an outdoor location (TBD).

Background: The Shadhāla Āshèyi yè Kwādān (Champagne and Aishihik First Nations or CAFN) is a self-governing First Nation located in the Yukon Territory and northwest British Columbia, Canada. The Champagne and Aishihik people and government are named after two historic settlements: Shadhāla (Champagne), located on the Dezadeash River; and Āshèyi (Aishihik), at the headwaters of the Alsek River drainage. CAFN has more than 1,200 Dān (people) and is one of the largest of the 14 Yukon First Nations. CAFN currently has approximately 140 employees. The CAFN's main government office is located in Haines Junction, with offices in Takhini and Whitehorse.

CAFN has identified certain requirements and expectations that should be incorporated into the submission. These requirements and expectations will be the provided by the Service provider including but not limited to the following:

- The individual/contractor shall be readily available to perform the following services as requested.
 - Create posters and advertise event
 - Order supplies and materials for event
 - Communicate with CAFN Working Group during meetings
 - Communicate with designated L&C Admin regularly
 - Assist with set up of Temporary Service agreements for Cooks, Cleaners, security and others as requested
 - Monitoring and updating assigned budget
 - Coordinate First Aid
 - Monitor and develop timeline for event.
 - Work with designated L&C Admin for Financial assistance, and to ensure timely compensation of services.
 - Managing hospitality, Camp sites, meals and other logistical requirements prior to and during event.
 - Leading volunteer recruitment and management.
 - Be first contact/ connection for information (posters, Info.)
 - Create a de-brief/ report of event
 - Experience with past event coordination should also be identified
 - Provide services in a manner sensitive to the culture and traditions of First Nations;

Expression of Interest submitted should include the contractor's business name and address, qualifications and experience that address all the requirements mentioned above as well as the contractor's ability to complete work in accordance with the deadline, and the proposed contract amount

Wages: The rate of compensation is based on \$300/day, *not to exceed \$10,000.00* of total contract. Coordinating the event is expected to take approximately 30 full working days, over a 2 month period. Travel will be compensated up to \$2500.00 using CAFN rates and forms. Coordinator will maintain and determine flexible work hours from the date of hire to the conclusion of the Hand Games Tournament and final report. Payment will be pro-rated for work days of less than 8 hours. The successful applicant will need to begin work by April 27/ 26.

Requirements: A valid class 5 driver's license is required. The applicant must have their own vehicle. Proven experience planning and coordinating events required. Knowledge of CAFN structure an asset.

Submissions must be sent by email to kreid@cafn.ca on or before April 22, 2026 at 4:30 p.m. (Yukon Time). The contract is expected to commence **April 27, 2026 or ASAP.**

Proposals may be withdrawn by submitting a written withdrawal request, executed by the proponent, to the same email address to which the proposal was submitted prior to the proposal closing time.