



CHAMPAGNE AND AISHIHIK FIRST NATIONS

Expression of Interest

Äshèyi Camp and Gathering Coordinator

The Champagne and Aishihik First Nations (CAFN) is inviting submissions from an experienced Coordinator/Planner to provide planning and coordination services for an Äshèyi Camp and Gathering, taking place July 3-7th, 2026 at the Äshèyi Shakat Ku Culture Camp located at the North End of Äshèyi Män (Aishihik Lake).

The coordinator will work with the Äshèyi Relations Manager and other key CAFN staff for the duration of the project.

The successful individual/contractor will be readily available to perform the following services as requested:

Specific duties include:

The individual/contractor shall be readily available to perform the following services as requested.

- Regular Communication with the Äshèyi Relations Manager and other CAFN staff, including participation in planning meetings.
- Camp Program Design: Develop the full camp schedule, including workshops, cultural activities, land-based learning, and daily flow.
- Elder & Instructor Coordination: Invite, schedule, and support Elders, language speakers, and cultural instructors.
- Financial Tracking: Track expenses and work with the Äshèyi Relations Manager to prepare honoraria, travel arrangements, and supply purchases.
- Staffing & Supervision: Hire and supervise cooks, camp attendants, cultural activity facilitators, and other support staff as required.
- Participant Support: Communicate with attendees, manage registrations, and provide on-site participant support.
- Materials & Resource Preparation: Gather tools, craft supplies, harvesting equipment, language resources, and teaching materials for all activities.
- Logistics & Hospitality Management: Oversee meals, camp setup, transportation, accommodations, and all logistical tracking before and during the event.
- Other planning and coordination duties as required.

Wages: This is a contract position. 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 15-20 days planning, preparation, and coordination and 5 camp days. Travel will be compensated using CAFN rates and forms. Coordinator will maintain and determine flexible work hours from the date of hire to the conclusion of the event.

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

The successful person will need to begin work as soon as possible.

CAFN is an equal opportunity employer, however, qualified CAFN Citizens will be given priority. Please self-identify in your proposal or resume.

Please note that selection for further consideration will be based solely on the information you provide in your proposal. We thank all those who apply but only those selected for further consideration will be contacted.

For full details of the requirements of this position please contact:

Zabrina Leslie by email: zleslie@cafn.ca or by phone: 1-867-456-6888 ext 353

CLOSING DATE: June 15, 2026

Submissions must be sent by email to:

Zabrina Leslie, Äshèyi Relations Manager

Phone: (867)456-6888 ext 353

zleslie@cafn.ca