

REQUEST FOR QUALIFICATIONS

SUMMARY:

The South Puget Intertribal Planning Agency (SPIPA), an intertribal and intergovernmental agency, operated by a consortium of the Confederated Tribes of the Chehalis Reservation and the Nisqually, Shoalwater Bay, Skokomish and Squaxin Island Indian Tribes, is announcing this Request-for-Qualifications for the purpose of hiring an Event Coordinator of the SPIPA-sponsored B2B (Business-to-Business) Expo that is scheduled for September 7, 2012.

The B2B Expo is a gathering of Native American tribal enterprises, independent Native American business owners, federal, state and local governmental representatives, non-Native American businesses and corporations and other interested parties for the purpose of networking and sharing information regarding the wide spectrum of products and services in which they are engaged. SPIPA expects 200 to 300 participants in this event.

SCOPE OF WORK:

1. Assist the SPIPA B2B Expo Event Committee with event logistics which include the lunch menu selection, audio-visual equipment coordination, event site coordination, coordination of on-site event support, creation of a targeted list of invitees and participants, etc.
2. Provide written/oral reports on the status of event coordination to the SPIPA Executive Director on a regular basis or as frequently as necessary.
3. Attend bi-weekly B2B Expo Event Committee meetings, record discussion notes, disseminate notes to committee members within two working days and monitor completion of tasks.
4. Support the Executive Director in soliciting financial sponsorships from corporate and tribal partners and conducting briefings for tribal elected officials and corporate leaders.
5. Collaborate with the Event Committee on implementing an event promotion plan.
6. Collaborate with SPIPA's CFO on budget development, monitoring and reporting to the Executive Director and the Event Committee.

REQUIRED SKILLS AND ABILITIES:

- . Successful event-management record.
- . Mature cross-cultural customer services and relationship-building skills.
- . Professional-level written and verbal communication. Ability to deliver clear and concise information tailored to specific and varied audiences.
- . Exceptionally detail-oriented and organized, ensuring quality and consistent output. Effective problem-solver, take-charge and action oriented. Decision-maker.
- . Experienced and excellent record in meeting goals and objectives while working collaboratively with small groups.
- . Ability to maintain a positive attitude and work independently with minimum direction in a fast-paced, changing environment.
- . Proficiency in MS Office application.

APPLICATION PRIORITY:

Please send a curriculum vitae/resume and a qualifications list by 4:00 P.M. on February 24, 2012 to:

Amadeo Tiam
3104 S.E. Old Olympic Highway
Shelton, WA 98584

An application can also be sent electronically to **amadeo@spipa.org**.