

## ***RFP Overview***

This RFP process serves to solicit proposals from local businesses and individuals who are interested in supporting our growing organization with some Admin and Communications support.

We are seeking a flexible candidate who can support our volunteer Board with Administration and Communication. Hours are likely to be varied with more time required leading up to events. Tasks may range month over month from - supporting our social media campaigns; developing monthly newsletters (2x monthly); updating the website as required; liaison with event venues, members and sponsors; supporting the President with Meeting preparation; along with attending events and Board meetings; and other tasks as required.

## ***How to Submit***

- Proposals should be submitted electronically to: [info@wibasc.ca](mailto:info@wibasc.ca)
- **Kindly submit proposals by: April 15, 2025**
- Subject Line to read: ADMIN PROPOSAL - your business name

Please attach a PDF of your proposal including:

- 1) Your Name / Business Name
- 2) Experience
- 3) Expected Pay Structure
- 4) If known, estimated number of hours required monthly to complete the items noted

**WIBA values every submission, and each will be carefully considered. We appreciate your participation in the process.**