



**Subject:** Facilitator Needed for Watershed Forum (May 1–2, 2025)

**Deadline for submitting EOI:** January 31, 2025

**Submit by email to:** [WatershedPlanner@rdkb.com](mailto:WatershedPlanner@rdkb.com)

**Questions directed too:** Kristina Anderson [watershedplanner@rdkb.com](mailto:watershedplanner@rdkb.com) & 250-442-4111

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The RDKB Boundary Integrated Watershed Service is seeking an experienced facilitator for our upcoming **Watershed Forum**, taking place **May 1–2, 2025**, in Grand Forks, BC.

On this webpage you will also find:

1. A "Save the Date" poster for this forum, and
2. The Request for Presenters.

We are looking for a facilitator to:

- Guide and support the forum,
- Foster audience engagement, and
- Enhance connectivity between presenters.

If you are interested and available, we'd love to hear from you **as soon as possible**. Candidate reviews will begin **February 3, 2025**, and we understand this is a quick turnaround. To streamline the process, we are initially requesting expressions of interest, followed by a more detailed submission of your skills, techniques, and cost estimates.

### **Our Ideal Candidate**

We are seeking someone with:

- Extensive experience facilitating environmental and community forums,
- Proven ability to engage participants effectively, and
- Creative ideas and techniques suitable for this event.

This forum will highlight both **Indigenous knowledge** and **Western Based Science**, with a focus on improving watershed management and building resilience. We are preparing for 50-75 participants (with space for 100), multiple presenters, and a single large room equipped with audio-visual equipment. This forum will be held in person, with some presentations recorded for future viewing.

### **To Submit an Expression of Interest (EOI)**

Please provide by email:

- Your name and contact information,
- A link to your website or online portfolio showcasing past facilitation experience,
- A brief statement outlining your relevant experience,
- Any IT or equipment requirements to support your role, and
- An estimated\_cost for your services, including preparation time, travel, accommodation, and per diem.

A detailed budget will be requested from preferred candidates after we have reviewed the submissions.

**Additional Information:** We are pleased to share that this forum is supported by grant funding. Please note that Grand Forks does not have a commercial airport, so travel arrangements should account for this. We look forward to hearing from you.

Sincerely,  
Kristina