



Goldbelt Heritage

REQUEST FOR PROPOSALS (RFP)

Project Coordinator for 2026 Canoe Journey: Haines to Juneau

RFP Issue Date: January 16, 2026

Proposal Due Date: February 15, 2026

Contract Period: [Start Date] through June, 15, 2026 (approx. 5 months)

Anticipated Start Date: Upon contract execution

Point of Contact: Miranda Bell, Culture & Arts Program Manager miranda.bell@goldbelt.com (907)-790-1470

1. OVERVIEW

Goldbelt Heritage Foundation (GHF) is seeking proposals from qualified individuals to serve as a **Project Coordinator** for a traditional canoe journey from Haines to Juneau, taking place late May/early June 2026, coordinated official Canoe Journeys before Sealaska Heritage Foundation's Celebration 2026.

The Project Coordinator will support journey planning and implementation by organizing timelines, coordinating planning meetings, supporting training logistics, tracking readiness tasks, and assisting with operational coordination before and during the canoe journey. This is expected to be a **part-time role**, with increased workload expected leading up to the canoe journey, including long hours the week before and during the canoe journey (up to full-time).

2. PROJECT BACKGROUND

GHF is organizing a traditional canoe journey that will take place over approximately two weeks (including preparation and travel), culminating in Juneau as part of Celebration 2026. The journey will include a team of shareholder youth pullers and adult support participants.

3. SCOPE OF WORK

The Project Coordinator will serve as the primary coordination and logistics support role to help ensure the journey is well-organized, supported, and completed successfully.

A. Project Coordination & Communications

- Maintain journey planning timeline and deliverables tracking
- Coordinate communications among GHF staff, Boat Captain, Skipper, and other stakeholders
- Organize planning meetings and document action items and next steps
- Support participant communications as directed by GHF

B. Logistics & Readiness Support

- Support training scheduling logistics with the Skipper and Boat Captain
- Support travel planning and logistical readiness tasks as directed by GHF
- Track readiness needs leading into the journey (gear, travel schedules, participant confirmations)

C. Gear and Supplies Coordination Support

- Track gear and safety equipment checklist needs submitted by the Boat Captain and Skipper
- Support procurement planning and inventory coordination as assigned by GHF
- Support pre-trip and post-trip equipment organization and inventory tracking

D. Pre-Journey & Voyage Support

- Provide increased availability the week prior to departure



One Sealaska Plaza, Suite 201
Juneau, Alaska 99801



(907) 790-1460



GHF@goldbelt.com



www.goldbeltheritage.org



Goldbelt Heritage

- Provide operational support during the canoe journey
- Assist with logistics troubleshooting and coordination during travel days

E. Post-Journey Wrap-Up and Reporting

- Support post-journey debrief scheduling
- Assist with wrap-up logistics, inventorying, and documentation needs as assigned
- Support coordination of post-journey reporting inputs and contractor closeout tasks

4. DELIVERABLES

The selected contractor will help provide the following deliverables:

1. Project Workplan and Planning Meeting Schedule (within first 2-3 weeks)
2. Training Logistics Support Summary (within first 4-6 weeks)
3. Pre-Departure Coordination Summary (one week prior to departure)
4. Post-Journey Wrap-Up Checklist Completion (by mid-June 2026)

5. MINIMUM QUALIFICATIONS

Proposals will be considered only from applicants who demonstrate:

- Experience coordinating logistics, scheduling, and multi-stakeholder project work
- Strong organizational, communication, and coordination skills
- Ability to manage multiple deadlines and shifting priorities
- Experience supporting event operations, travel logistics, youth programs, and/or outdoor/cultural programming
- Knowledge of or respect for Indigenous cultural protocols and community practices
- Ability to work variable hours, including long hours the week before and during the canoe journey
- Ability to provide references demonstrating prior relevant experience

Applicants must be able to demonstrate prior relevant experience and provide references.

6. CONTRACT TERMS

Contract Type: Independent Contractor (or firm)

Contract Period: As soon as possible upon contract execution through June 15, 2026

Estimated Level of Effort: Part-time, with increased workload the week before and during the canoe journey (up to full-time hours). Estimating 15hr/wk starting February 16, 2026 and up to 40+hr/wk May 25, 2026.

Work Location: Juneau-based preferred + in-person training and journey travel (Juneau, AK)

Travel Requirements: Option to travel with the canoe team, must at-minimum provide landing-site coordination in Juneau, AK.

7. PROPOSAL SUBMISSION REQUIREMENTS

Please submit proposals in PDF format and include:

A. Cover Letter

The proposal must include a cover letter that introduces the proposer, describes their interest in serving as Canoe Journey Project Coordinator, and confirms availability for the contract period.

B. Relevant Experience

The proposal must include a description of the proposer's relevant experience coordinating logistics, scheduling, events, travel, youth programming and/or cultural grounded programs.



One Sealaska Plaza, Suite 201
Juneau, Alaska 99801



(907) 790-1460



GHF@goldbelt.com



www.goldbeltheritage.org



Goldbelt Heritage

C. References

Provide at least two references with contact information.

8. SUBMISSION INSTRUCTIONS

Submit proposals to:

Miranda Bell

Culture & Arts Program Manager

Goldbelt Heritage Foundation

Email: miranda.bell@goldbelt.com

Subject Line: RFP – Boat Captain (Canoe Journey 2026)

Deadline: February 15, 2026

9. OPTIONAL ATTACHMENTS (Recommended)

- a. Draft Journey Overview & Intended Timeline
- b. Draft Route Map & Landing Points
- c. Safety Equipment Baseline List (if you have one)

10. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Relevant experience and qualifications
- Demonstrated understanding of the role
- Approach and professional capacity
- Availability and capacity
- References

GHF may request an interview with finalists.

11. ADDITIONAL TERMS

GHF reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Modify the scope of work prior to contract award
- Award without interview if deemed appropriate



One Sealaska Plaza, Suite 201
Juneau, Alaska 99801



(907) 790-1460



GHF@goldbelt.com



www.goldbeltheritage.org