



## **2017 Summit Organizer**

People of the Global Majority in the Outdoors, Nature, and the Environment (PGM ONE)  
Summit, Fall 2017

### **Summit Description:**

The inaugural **PGM ONE SUMMIT** will convene 200 emerging and established professionals of the global majority to lead the racial equity and inclusion movement in the outdoor and environmental sectors. During this three-day multidisciplinary and intergenerational summit, participants will share, learn, collaborate, heal, celebrate, build community, find support, and sharpen their analysis of racial equity in their field. An intentionally grassroots effort, PGM ONE will be informed and designed by participants based on four foundational elements:

- **Pass the Mic:** We will amplify, showcase, and highlight new voices of people of the global majority through presentations, workshops, field trips, and performances.
- **Dismantle Silos:** We will bring together traditionally fragmented PGM voices around a common charter for racial equity and expansion in the environment.
- **Heal & Celebrate:** We can for once show up as our authentic selves, celebrate our community, and feel supported around our individual and collective oppressions.
- **Walk the DEI Talk:** We will model change by embodying our core DEI (diversity, equity, and inclusion) principles in all aspects of the summit, from the participation costs, to workshop design to speaker selection.

### **Who Are People of the Global Majority (PGM)?**

People of color represent over 80% of the world's population, and are therefore the global majority. We have chosen to use the term "people of the global majority" (PGM) rather than "people of color" because for many PGMs it feels more empowering and it points to the demographic misrepresentation of the term "minority." The summit is for anyone who identifies as PGM and works in the environmental and outdoor sectors, whether it is land management, advocacy, conservation, environmental and place-based education, outdoor education, the outdoor industry, youth development, urban planning, biological science, and more.

### **Job description:**

The sponsoring partners—the National Park Service, Youth Outside, Groundwork U.S.A., and the Avarna Group—seek a committed individual to bring the vision for PGM ONE into fruition. This person will have the opportunity to lead a grassroots planning effort that involves collaborating with over 200 PGM leaders and partners to make the inaugural summit a resounding success. **Note: This is a 3-month contract position for \$8,000 that will be extended if the team is successful in raising funds to cover additional wages (details below). We strongly encourage people who identify as a person of the global majority (as defined above) to apply.**

### **General Responsibilities:**

Under the supervision of the Avarna Group, the 2017 PGM ONE Summit Organizer will collaborate with founding sponsors to organize the 2017 summit.

Specifically, the 2017 PGM ONE Summit Organizer will:

- Report to the Avarna Group on all aspects of the project through weekly video conferences via Google Hangout or equivalent.
- Take lead on venue selection, contracting and negotiations, including visiting site.
- Work with the venue liaison to organize site logistics, including meals, lodging, and A/V needs.
- Update the PGM ONE website content ([www.pgmone.org](http://www.pgmone.org)) with information for prospective attendees, including travel logistics, site logistics, and programming [website is yet to be built].
- Update website content on PGM ONE website.
- Manage web registration and payment for PGM ONE registrants.
- Create and maintain PGM ONE's social media sites, including but not limited to Twitter and Facebook.
- Serve as the main point of contact for PGM ONE registrants, sponsors, presenters, exhibitors, and vendors, and effectively communicate with all in a timely and professional manner.
- Collaborate with PGM ONE founding sponsors to communicate with media regarding the summit.
- Take the lead in fundraising and sponsorship efforts.
- Maintain the PGM ONE budget and report regularly to the founding sponsors on finances.

### **Required Qualifications:**

- Shares the diversity, equity, and inclusion values outlined above.
- Experience convening gatherings or organizing events.
- Excellent organizational skills.
- Ability to create and maintain budgets and financial documents.
- Effective oral and written communication skills.
- Ability to work effectively on diverse teams and with a diverse range of people.
- Effective in communicating with people different from themselves, including giving and receiving feedback in a productive manner.
- Calm in the face of uncertainty or unexpected challenges.
- Ability to take initiative and produce results with minimal supervision.
- Mastery of Microsoft Office Suite applications, including Word and Excel.
- Experience with Google Drive applications.

- Experience with Adobe Acrobat.
- Experience with basic website content maintenance on Squarespace, or willingness to learn (Currently we plan for the web site to be built and maintained on the back end by another team member, but if you have knowledge of Squarespace website maintenance please include that in your application.).
- Familiarity with and strong desire to master social media platforms such as Twitter, Instagram, and Facebook.
- Experience successfully fundraising or obtaining sponsorships in the \$50,000-100,000 range.
- Ability to work occasional evenings and weekends, and for the duration of the summit.
- Access to and use of reliable personal computer, phone, and Internet connection.
- Northern California location required due to travel budget and need to visit venue sites.

**Compensation:** \$8,000 total with \$4,000 to be paid at the beginning of the contract, and \$4,000 to be paid at the end of the contract upon satisfactory performance of responsibilities (as determined by the planning sponsors).

**Benefits:** This is a contract position with no benefits.

**Duration:** 360 hours during weekday work hours between March 1, 2017 - May 31, 2017 (dates negotiable and hours flexible), with the option to extend the contract and negotiate wages from May 31, 2017 through the end of the summit if sufficient funds are raised to pay wages.

**To Apply:** Submit resumé, cover letter, and three references to [info@theavarnagroup.com](mailto:info@theavarnagroup.com) by February 5, 2017. Decision will be made by February 15, 2017.

