

**Job Descriptions for SAL/UER at NYC Climate Week 2024
(NYC CW 2024)
In-Person**

We are all responsible for everything that must be done to make every event go well. Most people have both leadership jobs and organizing jobs, but some people are coming primarily as event leaders and some exclusively as event organizers. Some leaders will also be on organizing teams for other events, or staff the literature table, be part of a listening project, and so on. We have a large onsite organizing team (Diane, Randy, MaryRuth) and will do what we can, but we will need everyone's help to make this go well.

A major "job" that everyone has is to talk to people who live in and near New York City, or who will be attending NYC Climate Week, about what we do in Sustaining All Life, United to End Racism, and Re-evaluation Counseling, what we will be doing in our events at NYC Climate Week, and invite them to our activities. Please also be thinking about how you will follow-up with them after NYC CW.

Some people have more than one job. If you are assigned to more than one job and it doesn't seem workable to you, let Randy know.

First person listed (underlined) leads the team.

Accessibility—Peter, Pamela

Address physical access needs and special needs re: food, sleeping, and so on. This data will be collected from the registration form. Pull together the data and make a plan.

Advance team—Diane, Randy, MaryRuth

Scope out the B n Bs and get what we need; make a map of local restaurants, food shops, printer; print what is needed; investigate local transportation and routes to 12 E. 41st from the B n Bs.

Allies to young people—Delilah, Jan, Ama

Announcements—MaryRuth

For our meetings.

Assistant organizers of the whole—Randy, MaryRuth

Providing assistance to Diane; provide support to lead organizers for all events.

Banker/Finances—Roger, Ama

Handle distribution of per diem, reimbursements for expenses.

Beauty and order of

meeting rooms Hao-Li, Peter, Pamela - Make sure our meeting space is in good order. Each event team will be asked to tidy up after their event, but this team would make sure that happens and make sure the room is looking good when we leave each evening.

B & Bs – Crooke Avenue - Ida and Ama Friday to Wednesday, Davora and Leila Thursday to Sunday -

- **16th Street** - Jan and Amy

Make sure common space is kept neat, dishes washed, garbage collected and disposed of properly. Straighten up at end of stay according to instructions.

Climate Clock—Leila, Davora

Keep the clock charged, be responsible for carrying as appropriate (fine to collect a team): the march, at Climate Ribbon Trees, at 41st Street

Climate Justice Team—Azi & Diane if it happens

Building relationships with the climate justice organizations participating in the march and NYC CW; organizing and leading teams of delegates to participate in CJ events led by other orgs, lead listening circles as agreed upon, participate in meetings at the UN, and whatever else we figure out

Climate Ribbon Tree—Dvora, Ama, Marsha, Davora, Lynn, Hao-Li, Paula, Helene, Phyllis, Anandi / Melissa—thinking about the design

Organizing the Climate Ribbon Tree project for the day, which involves overseeing a team of people each day to: transport it to different locations and bring it back, 2. make sure the daily team knows what is expected of them, 3. ensure they have enough supplies, and 4. prepare it to go out again the next day.

Communication assistance: Signal—_____

Help people with our communications app, Signal. Make sure necessary groups are set up.

Constituency Groups—Think about your constituencies overall, meet as a support group 3 times before Climate Week, and develop a plan to stay in good contact during Climate Week.

Constituency group leaders

African heritage—Jennifer Holmes

Global Majority—Azi
Jews—Cherie
Men—Dale
Native/Indigenous—Minsoss
Southern—Tanya
White—Dvora
Women—Delilah
Working class/Raised Poor—Kathy M
Young people/Young adults—Ida

Contact information for after NYC CW—Randy, Diane
Develop strategy for staying in contact with people, and make sure delegation knows the plan and people are committed to it.

COVID/medical support—Wendy Ganz, Steve Bromer (Diane is in touch with them)
Have COVID protocol. Doctor who can be on call.

Delegation workshop organizer—MaryRuth, Kathy Martino

Errands—Randy, Kathy L, assisted by others. Help organizers with going to the printer, picking up supplies, whatever comes up.

Eventbrite, Climate Week, UN websites—MaryRuth, Diane
Post events on all three websites.

Excursion organizers—_____, _____, _____
Organize a trip to some part of NYC at the end of the day. 3 excursions.

Facebook/social media—Chijioke, Anandi

Flyer design—Anthony at RCCR, Kathy McHale (see Diane)
Have flyers on our website and social media. Design, add text, prepare for printing and posting both in advance and during the NYC CW.

Food (breakfast) for BnBs—The Crooke Avenue BnB - Dale, Lynn (first half of the week), Jennifer, Roger (second half of the week) is near stores on Parkside or Flatbush Avenues. The 16th Street BnB - Demi, Gladys - is near stores on Prospect Park West or 11th Avenue and Prospect Avenue.
Think about and shop for breakfast food and snacks at AirBnBs. Work with other people staying at the BnB and Accessibility Team to accommodate dietary restrictions.

Games—Elaine, Hao-Li

Make sure each team has someone to lead a game, help them think about it. Someone on each team be prepared at each event to lead a short game during a minute break. Teach games to others. AL Caballes has games she will pass on to us.

Housing coordinator—Randy, Angelia, Paula

Be our communicator with the Air BnBs, handle issues with housing. Call Randy if problems arise.

Instagram—see Facebook/Social Media

Interpreting (in-person)(Spanish)--Amy, _____

If needed. Lead the interpreters on the delegation; make sure they are being well thought about and well-supported. Coordinate with language liberation.

Jobs coordinator—Randy, Dorothy

Make sure all the jobs are getting done, if someone needs more help see Diane.

Language Liberation—Hao-Li, Elaine

Think about language liberation overall for SAL/UER at the NYC CW, including outreach to non-English speaking communities, interpretation, and translation of materials.

Leader of the delegation—Diane Shisk

Listening circle leaders and organizers—assigned by leadership team

Each organizing team to organize this for their event. To happen during the hour after our 1.5 hour events, to be announced and led by workshop/forum leadership team (organizers help as needed). These are for people who attended the event.

Listening circle leaders should take a turn in the listening circle, but please be thoughtful about your session; i.e. make how you use the process understandable to people, discharge not too loud or strange looking, consider what you work on, etc.

Listening Projects—leader designated for each LP

Organizing listening projects as an outreach tool, to engage people for particular workshops. Involve many delegates and volunteers.

Monday am, 10 - 12:30 pm—Mike

Monday pm, 12:30 - 3 pm—Delilah

Tuesday am, 10 - 12:30 pm—Hao-Li

Tuesday pm, 12:30 - 3 pm—Elaine
Wednesday am, 10 - 12:30 pm—Hao-Li
Wednesday pm, 12:30 - 3 pm—Davora
Thursday am, 10 - 12:30 pm—Cherie
Thursday pm, 12:30 - 3 pm—Peter
Thursday pm Wall Street, 12:30 - 3 pm—Mike
Friday am, 10 - 12:30 pm—Davora
Friday pm, 12:30 - 3 pm—Marsha
Saturday am, 12:30 - 3 pm—Kathy L

Literature—Gladys, MaryRuth, errands people

We want minimal paper, so we have maximized use of QR codes and online information. We will have handouts at our events and samples. We will have a full-page flyer for the week. Track that we have enough printed literature and flyers; talk with Randy about printing more as needed. (Staples is nearby)

March September 20—Leaders—Diane, Minsoss, Liliana, Delilah, Jan, Ida, Tanya
Organize our participation in the march, develop and distribute guidelines for marching

March September 20—Organizers—Diane and Randy

Plan in advance for banners to carry, any pop-up events at the rally, for listening circles, each person carry flyers and materials to hand out.

Office help/proofreading—Hao-Li

Helping organizers in advance of the COP with clerical tasks, proofreading emails, checking time zones, track flights for everyone, create a roster and keep it updated

Organizer of the whole--Diane

Organizing workshops—4-5 organizers will be assigned for each in-person event, first person (underlined) is lead organizer

(see [Organizing SAL/UER workshops](#)) [see Event Schedule](#)

Outreach—Amy, Kathy L [+ each team, + whole delegation]

Plan for how to engage the RC Community to help us do outreach for our events. Everyone on the delegation will do outreach for all the events, but each event team will specifically think about outreach for their individual event as well. Designate an outreach lead. Listening projects aiming people to the events start the day before the event. Include follow-up with people we meet both during the week and afterwards (text them

hello and reminders). Amy will lead some “actionars” to engage people in the idea of bringing people to the SAL events online.

Photographer—Stan Eichner (24-26), (still), Dale, Elaine, Paula, Helene (video). Take photos and videos for use in social media; capture the week of events. [See video recording](#)

Picnic in the Park organizing team—Davora, Leila, Demie, Jacqueline, Kathy M, Kathy L, Katrina

Organize the picnic in the park, Saturday after our workshops. Make sure delegates are inviting all week long, organize the space, order food, and so on. There are food trucks in the park and a Whole Foods nearby.

Pop-up events—Diane, Ama, Ida, Dale, Roger

Think about and organize what we might try after the march on Friday: mini-workshops, caucuses, listening circles, listening projects, what else?

Press Liaison—Diane, Dvora

All contacts for big interviews or controversial questions with the press should be referred to Diane or Dvora. If others are asked for comment, it’s fine to answer personally, including saying what SAL/UER is doing at NYC CW, but send to Diane or Dvora for more details.

Reporting to the lists—One person from each event team

See to it that a report about your event and NYC CW is sent during NYC CW to the RC email lists (environment, community members, TOS, relevant constituency, US issues & election for election events. Send excerpt of the report to social media team.

Schedule keeper—MaryRuth Gross

Go to MaryRuth if you need help to understand what you are doing on the schedule on any day.

Scouting Locations for Listening Projects and Climate Ribbon Tree—

Everyone. Find good locations where we can stay and return. See if we can set up a small table too.

Scribe—Demie, Katrina

Write up and post important information during delegation meetings.

Social media—Chijioke Agbaeze <chijiokeagbaeze@gmail.com>, Anandi

Build up to NYC Climate Week. Post regularly to Facebook, Instagram, X; update our information as needed. Update our Facebook pages before arriving and daily during NYC CW (and advance events), create events for all workshops and forums, communicate with those reporting to the lists (excerpt from postings), solicit delegates to make short postings.

Table organizing—Minsoss, Liliana, Delilah, Jan, Gladys, Marsha, Tammy

We will have a table of materials in each room. Make schedule of people to staff these tables. Each day make sure the assigned people know the hours they are staffing the space; make sure the table is stocked with our printed material; make sure there is a sign posted each day saying the events for the day and the next day; keep track of the Ipad (if we have one).

Tech assistance—_____, _____

Whatever comes up. Help with Communication using Signal. Oversee any Zoom needs.

Transportation info for NYC—Randy, Kathy M

Randy will have basic information about transportation in NYC; come to Randy or other New Yorkers with questions. Document on website.

Transportation from the airport—Randy

Please fly into Kennedy or LaGuardia and Google will help you find your way.

Video-recording—Dale, Elaine, Helene, Paula

Video record selected events (not any sessions or demonstrations) or parts of events. Dale will process short clips and send them to social media team for posting.

Websites—Janet Kabue and Cameron Crowley (not in NYC)

Update websites as needed during Climate Week.

Welcome—Angelia, Davora, Demie, Hao-Li

Welcome and orient new arrivals at 5 pm after the delegation meeting and at 9 am for those that arrive later.

Workshop point leaders—Jennifer, Minsoss, Ida, Tanya, Mike, Glenn, Cherie, Azi, Claire, Dvora, Janet, Chuck

See [How to Lead SAL Workshops](#)

Workshop lead organizers—Delilah, Jan, Lynn, Russ, Gladys, Dvora, Michele, Kathy M, Helene, Jacqueline, Melissa, Angelia, Roger
See [How to Organize SAL Workshops](#)