



Volunteer Opportunity - Event Planning

Event Planning Volunteer Assistant

Root Solutions is seeking two volunteers to join a team of visionaries, creators, and disruptors who aim to re-shape the future of the environmental movement in North America and beyond. We are currently looking for help planning and executing an event to take place in the late spring.

We will be hosting a small conference dedicated to behavior change and the environment and celebrating the release of our book, *Making Shift Happen: Designing for Environmental Behavior Change*. This interactive event will be a live event in the SF Bay Area in March or early April with conference presenters, an auction, food, activities and more. The goal of the event is to launch the book and bring thought leaders together to discuss the future of the environmental movement and the role of behavior science within it.

Although this is a volunteer position, you will be an active member of our team and

a listed staff on our website and in correspondence. You are vital to the success of programs that will transform the environmental movement and the planet.

Root Solutions

We work to provide conservationists and policy makers with tools and resources informed by the proven methods of behavioral economics and behavior design, allowing them to create more effective campaigns, policies, and strategies that reflect how people are actually motivated and make decisions. By understanding human behavior, and the factors which influence the choices people make, environmental change makers will be able to use solutions based directly on how people think, make decisions, and act.

As a young non-profit with ambitious goals (including expanding our work to all cause movements), our existing funding is restricted to program activities. Root Solutions is primarily volunteer run.

Overall Function: Under the supervision of senior marketing staff & the Executive Director, the Event Assistant will play an active role in creating the event from A to Z. Examples of activities include but are not limited to:

- Coordinating presenters for the conference
- Researching and designing interactive behavior science experiences
- Coordinating volunteers for the event
- Soliciting bids from auctioneers and other vendors
- Developing content for our website and social media
- Helping host the event in-person

Qualifications/skills and knowledge requirements

- Must be well-organized, self-motivated, and detail-oriented
- Must be able to adapt and to prioritize

- Must have the ability to meet deadlines and demonstrate initiative
- Must be comfortable talking to presenters, vendors, clients, funders and more

Opportunities

- To work as part of a team designing an event from start to finish.
- To earn a *Making Shift Happen Certification*. Each week, for 12 weeks, you will be able to read *Making Shift Happen*. You will have the opportunity to discuss the book with staff and volunteers, and, upon passing a short exam at the end of the program, earn a Level 1 Certification for designing behavior change environmental campaigns.

We work hard to pair our volunteers with projects and experiences that are interesting to them or important for their career growth.

Location & Logistics

This position includes a mix of working remotely with some requirements in person (walking through venues, working with vendors, assisting with the event). This position is part time. We ask for a commitment of at least 10 hours per week over a 12-week period. We are happy to offer flexibility with your schedule, and are open to any variants of days that work best for you.

Compensation

This is a volunteer position

Application Materials

Interested applicants should submit a brief cover letter and resume to:

Caroline Skrobak
Volunteer Coordinator
Email: info@therootsolutions.org
Subject Heading: Event Planning Assistant

Indicate whether you are able to work for class credit or note whether you will receive any work-study or grant money for this position. Also indicate the number of hours you will be able to commit per week and whether you will be available during normal working hours.

Root Solutions

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