



GARRISON INSTITUTE

Position Title: Temporary Part-time - Pathways to Planetary Health Program Associate

Job Description:

March, 2023, the Garrison Institute will hold the Pathways to Planetary Health Symposium on the Common Good. This symposium will bring together an extraordinary, diverse group of thought and organizational leaders working to shift our world view from hyper individuality to one of valuing the commons and apply this knowledge to the issues of planetary health. The symposium will gather 50-75 people on site, and perhaps thousands will listen into key talks via the internet. The symposium's outcomes will be captured in a report, videos, podcasts, blog posts and other media, to propagate its ideas. There will also be an onsite art exhibit to immerse the participants into the key concepts of Planetary Health and the Common Good.

As the Pathways to Planetary Health Program Associate at the Garrison Institute, you will be responsible for supporting the design and implementation of the 2023 Pathways to Planetary Health Symposium on the Common Good, scheduled for March 15-17, 2023 at the Garrison Institute.

This position is temporary part-time working 8-10 hours weekly. This position will extend through May of 2023. Must be able attend the symposium March 15-17, 2023, Garrison, NY.

- Responsibilities:
 - Support Jonathan F.P. Rose, the Program leader, and the program planning committee with the planning and execution of the 2023 Pathways to Planetary Health Symposium on the Common Good,
 - Coordinate with event invitees and attendees on attendance, schedules, and logistics leading up to and during the event
 - Issue invitations, follow up on registrations, manage scholarships and travel grants.
 - Support the Symposium Advisory Committee by coordinating meetings, taking minutes, and managing action items to completion
 - Update the program budget
 - Support the Garrison Institute development team with fundraising, and reports to funders.
 - Draft documents for the symposium, including event descriptions, invitations, etc.
 - Help organize the event schedule
 - Help organize web broadcasts of key speaker
 - Support the GI marketing and communications team with the marketing of the event.



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- o Be on site March 16th-19th to support every aspect of the execution of the symposium
- o After the event, support the writing of the symposium report, packaging of speech recordings as videos and podcasts, etc.

- Skills/Requirements:
 - o Knowledge of key environmental issues, and planetary health.
 - o Understanding of the role of a healthy commons (vs individuality) in achieving environmental outcomes.
 - o Excellent verbal and written communication skills
 - o Excellent planning and organization
 - o High level of professionalism and service to engage with prominent conference attendees
 - o Understanding of relationality and the common good
 - o Experience with Microsoft suite
 - o Must be able to be on-site, March 15-17, 2023 at the Garrison Institute in Garrison, NY; GI will reimburse reasonable domestic travel
 - o Must have a 4+ year degree, preferably current graduate student
 - o Previous non-profit event planning experience strongly preferred. Understanding of contemplative practices and common good or personal connection to the Garrison Institute mission preferred.

How to Apply:

To apply, send a cover letter and resume with two references to: HR Dept. via email to jobs@garrisoninstitute.org. Please, no phone calls. Salary \$23/hour.

The Garrison Institute is an equal employment opportunity employer. Individuals from diverse backgrounds are encouraged to apply.

About The Garrison Institute:

The Garrison Institute was founded in 2003 to build a more compassionate, resilient future by applying the transformative power of contemplation to today's pressing social and environmental concerns. As we near two decades of operation, we have seen the transformational potential of our work catalyze real change and measurable outcomes. Notably, in partnership with the Natural Resources Defense Council (NRDC), our earlier Climate Mind Behavior (CMB) Program developed the behavioral wedge model, identifying a path to reducing annual U.S. greenhouse gas usage through personal actions and attitudinal shifts. This work laid the ground for the widespread integration of behavior change as an effective strategy to reduce environmental impacts. For more information, please visit our website at www.garrisoninstitute.org



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