

Outdoor School Statewide Gathering Coordinator Contractor
Request for Proposals
Review for Recommendation to OSU Extension Service Outdoor School Program
February 21, 2023

This is a contract position with OSU Extension Service Outdoor School, without benefits.

Submit proposals to: Kim
Silva, Executive Director
kim@friendsofoutdoorschool.org
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Deadline: Open until filled

Proposals Must Include:

- Proposal for work to be completed
- Resume
- Three professional references
- Answer the following questions:
 - What is your experience planning conferences or other large gatherings?
 - How do you lead planning committees through the process of planning and implementing a conference or similar gathering?
 - How have you prioritized the values of justice, equity, diversity, inclusion, and access in the planning and implementation of a conference or similar gathering?

Reports to: Assistant to the Oregon State University (OSU) Extension Service Outdoor School Director with support from the Friends of Outdoor School Associate Director

About Friends of Outdoor School:

Friends of Outdoor School (Friends of ODS) is the key connection between Outdoor School and the larger community of individuals, businesses, community organizations, and government agencies that support Oregon's statewide Outdoor School system. We accomplish our mission through network-building, community engagement, and advocacy. With a flexible, responsive, nimble, and adaptable approach, we work to build the capacity of the statewide Outdoor School system to ensure that Outdoor School provides equitable and inclusive learning experiences for each and every Oregon student.

Our Vision

Outdoor School is a place where every child can belong.

Our Mission

Friends of Outdoor School's purpose is to connect, support, and advocate for all of Oregon's diverse students to learn at inclusive and accessible Outdoor School programs that contribute to educational development, inspire youth, promote personal growth, and embrace justice.

Our role is to:

- Connect people in Oregon who care about Outdoor School
- Facilitate the Oregon Outdoor School Network which includes the Programs & Places Network and the Community Network
- Lead the advocacy efforts for Oregon Outdoor School

Our networks work together to:

- Promote equitable access to Outdoor School
- Champion Outdoor School to decision-makers throughout the state
- Examine the impact of Outdoor School on students
- Tackle problems and capture opportunities as they arise
- Advocate for state funding for Oregon students to attend Outdoor School
- Raise awareness of Outdoor School throughout Oregon

Friends of Outdoor School's sole focus is ensuring that each of the over 50,000 Oregon students eligible to attend Outdoor School each year not only participates but is celebrated and affirmed while having a welcoming and inclusive educational experience that meets their unique and different needs. We approach our work through a diversity, equity, and inclusion lens, and we seek to create relationships with others that align with this priority while leveraging existing relationships to advance equity and justice at Outdoor School.

Position Purpose:

At Outdoor School, students in fifth or sixth grade leave their school classrooms, moving into the outdoors to learn, immersed in nature, and led by skilled educators. Outdoor School transforms recreational camps or parks into a living laboratory where students learn, often overnight for up to a week. While there, students learn about the natural sciences of soil, water, plants, and animals specific to the local ecology, examine the historical and present use of the land, and discover how they can make healthy and informed choices for themselves and future generations.

This contract position leads a planning committee composed of staff from OSU Extension Service Outdoor School, Friends of Outdoor School, Gray Family Foundation, and additional partners in planning and implementing a successful statewide gathering for Outdoor School

educators, education support staff, and operational staff. This gathering is expected to take place January 30 through February 1, 2024.

Nature and Scope:

This is a contract position with OSU Extension Service Outdoor School, without benefits. This position provides leadership for and management of the planning committee and subcommittees for the 2024 statewide gathering for Outdoor School educators, education support staff, and operational staff. The gathering will be planned and implemented in partnership with OSU Extension Service Outdoor School, Friends of Outdoor School, the Gray Family Foundation, and a variety of other key partners including the staff of the venue of this multi-day gathering. This person will share our values of equity, access, inclusion, and justice; rights and responsibilities of each individual; collaboration; partnership; listening to learn; valuing each person's contributions; and transparency.

Principal Job Duties:

- Foster an inclusive, positive, and welcoming program and organizational culture.
- Manage the overall planning process and seek assistance from the planning committee and subcommittees as you:
 - Coordinate, manage, and lead meetings: plan and schedule meetings, and provide meeting reminders to the committee and appropriate guests; draft and distribute meeting agendas; gather information or pertinent documents and distribute them prior to meetings; take notes and share them appropriately; document action items identified in meetings; follow up on committee member assignments; help committee members with their assignments; and manage all other support activities.
 - Manage/lead the creation of the event agenda/program: lead the committee (or subcommittee(s)) in identifying appropriate themes or tracks; coordinate the drafting of descriptions of these themes/tracks for use in obtaining proposals from potential speakers/presenters; coordinate the proposal process (from call through review/selection) using Submit software and with the support of the Extension Service Outdoor School program; assist in identifying and securing appropriate speakers to fill each window within each track; assign meeting rooms as appropriate for each track; and coordinate the generation of print and digital agenda/program materials to reflect the final event.
 - Assemble and coordinate sub-committees as needed.
 - Support and facilitate the evaluation process led by the Extension Service Outdoor School program.
 - Conduct outreach to the larger community of stakeholders to inform the planning and implementation of the event.

- Outreach to potential speakers, presenters, panelists, and other content providers.
- Schedule and facilitate a post-event debrief.
- Support speakers
 - Help to identify and secure appropriate speakers, invited and proposed.
 - Schedule, inform, and remind speakers of the event travel/logistic requirements.
 - Gather materials from the speakers to share with attendees and coordinate appropriate printing and distribution/posting of these materials with the Extension Service Outdoor School program.
 - Ensure speaker materials are delivered to the appropriate rooms and that spaces for workshops/presentations are set up.
 - Meet speakers at the event and help them navigate the facility.
 - Coordinate the acquisition and distribution of thank-you gifts for each speaker.
 - After the event:
 - Support the planning committee to write thank-you letters to each speaker and coordinate the delivery of these letters.
 - Secure and report back to the committee any feedback that speakers wish to share.
- Communications
 - Coordinate with the Extension Service Outdoor School program to create, produce, and send communications to promote the gathering to key audiences using a variety of tools including email, paper mail, newsletter articles, and social media. Work with partners to help them communicate about the gathering with their staff. Possible materials include:
- Save the date
- Invitations
- Program/brochure
- Evaluation forms
- Handouts
- Presentation supports
- Audio/visual
- Gifts/swag
 - Help the planning committee to identify folks who may not be on existing lists but should be invited or involved.
 - Keep wise use of resources in mind.
- Logistics: In cooperation with the Extension Service Outdoor School program, manage the event registration process and the event venue coordination for the gathering:

- Coordinate and communicate with the Extension Service Outdoor School program to set up an attendee registration process that supports both the needs of:
 - the planning committee with participant contact and demographic information
 - the participants with an in-depth understanding of session options and availability
 - the presenters with attendance estimates and accommodation requests
 - the venue with lodging and meal (dietary and headcount) information and special physical accommodations (including alternative lodging options).
- Manage the gathering registration process ensuring that all specific needs of the attendees are met.
 - Perform or support registration troubleshooting.
 - Communicate specific attendee dietary, special, and accessibility needs to the venue staff with adequate time to ensure that the venue staff can respond to all specific needs of attendees.
 - Coordinate and manage cabin characterization (open, male, female, quiet, snoring, special needs, etc.) and registrant cabin selection.
 - Help attendees make travel arrangements including supporting a carpool system, as necessary.
- Coordinate and communicate event plans with the venue staff including: menu selection; special dietary needs; facility layouts, accommodation requests, audio-visual and other technology needs, lodging/cabin-type assignments, registration, and transition space needs, etc.
- Plan and manage all aspects of event setup before the gathering, the day-of details throughout the gathering, and any take-down and clean-up after the gathering.
- Plan and arrange room logistics for the gathering: set-up and take down, assign break-out spaces, organize large gathering spaces or meal spaces, technology arrangements, etc.
- Identify and share alternative lodging options, as necessary.
- Support Friends of Outdoor School with gathering sponsorship proposals and reporting, if needed.
- Other duties as assigned to meet the needs of the planning committee and event attendees.

Preparation, Skills, Knowledge:

- Experience working with and engaging diverse communities with a variety of perspectives.

- Experience with planning, implementing, coordinating, and leading a large gathering for adults such as a conference or similar event.
- At least 2 years of administrative experience working in an office, preferably a 501(c)(3) nonprofit environment, or equivalent.
- At least 2 years of customer/client-facing experience in a service-oriented environment, or equivalent.
- At least 2 years of experience managing adult volunteers, committee members, or similar groups.
- Knowledge of office-based technologies and a variety of social media platforms is preferred. Comfort with technology such as Google Drive, Box, Microsoft Office, databases/Salesforce, online donation platforms, social media, etc.
- Outstanding interpersonal, verbal, and written communication skills.
- Demonstrated ability to meet tight and competing deadlines and manage many people and tasks simultaneously.
- Demonstrated ability to adapt to a dynamic, flexible, responsive, fast-paced, changing, team-oriented work environment.
- Demonstrated ability to be self-motivated.
- Demonstrated ability to effectively and efficiently work remotely with little face-to-face supervision.
- Demonstrated ability to work actively and attentively with a remote team.
- Ability to represent Friends of Outdoor School, Extension Service Outdoor School, Outdoor School, and our partners in an enthusiastic manner to a variety of people, respecting a variety of cultures and backgrounds.
- Valid, insurable driver's license and access to reliable, insured transportation required. Access to a personal vehicle is strongly preferred. Must be willing and able to travel to and from the event site.
- Regular access to dependable, secure, high-speed internet capable of hosting and attending online meetings with video streaming.
- Access to dependable and secure computer technology to do this work.

Essential Qualities:

- Deep passion for Outdoor School and/or outdoor education.
- Deep commitment to equity, inclusion, and access.
- An understanding of equity, diversity, and inclusion gained from personal study, lived experience, and/or formal training/education.
- Drive to embrace justice.
- Commitment to providing outstanding service to the Outdoor School community.
- Readiness and willingness to approach the work with joy, fun, and enthusiasm.

Physical Requirements:

Physical demands for this position include frequent working at a desk, operating a computer, using a telephone, using office machines, and in-person, phone, video conferencing, text, and electronic communication with Friends of Outdoor School, OSU Extension Service Outdoor School, the planning committee, the site operator, Outdoor School programs and sites, and other partners. This person must be able to travel to the event location site to plan and prepare for the event. This person must be able to transport and set up equipment and materials such as posters, documents, displays, computers, projectors, microphones, screens, and other conference equipment and materials. This includes the ability to safely operate a motor vehicle or to safely and timely be transported to the conference site location. This person requires the ability to remain in a seated or standing position outdoors and/or indoors during the conference to support conference attendees. Attendance is required at the conference from set-up and through complete take-down and check-out of the conference site. Morning, evening, and weekend meetings may be required, as needed by the planning committee.