



**[RE]DEFINING  
EQUITY,  
EQUALITY,  
AND JUSTICE**  
IN COMMUNITY DEVELOPMENT

**JUNE 7-8  
2023**

**13<sup>TH</sup> ANNUAL COMMUNITY  
DEVELOPMENT SUMMIT**

## PCRG 2023 SUMMIT VOLUNTEER INFO SHEET

### **Who We Are**

Pittsburgh Community Reinvestment Group is a coalition of local and county organizations working to advocate on behalf of low- and moderate-income people and families. PCRG focuses on engagement, advocacy and on creating policies to ensure equitable access to land, capital, and mobility choices and to improve the health and wealth of communities.

### **The Summit**

With nearly 600 participants from 11 states, our two-day event showcases PCRG's work with, and on behalf of, our 60 member groups. It will also highlight progressive community development techniques and resources.

Participants will be exposed to industry best practices, national trends and develop tactics to enhance the quality of life of those they serve.

### **This Year's Theme**

The same as in recent years, we're continuing conversations about [Re]defining Equity, Equality, and Justice in Community Development — as there is still important work to do.

Summit programming aims to identify obstacles in community development. It will also highlight the importance of strategic planning and best practices to improve equality and integrate equitable practices to achieve justice in the field.

The two-day event will feature three keynote speakers, 10 sessions that include panels and workshops as well as three interactive conversations. They'll highlight national initiatives, show what success looks like when it comes to racial equity — and provide you with the tools you need to measure progress within your community.

### **Importance of Volunteers — and Perks of Participating**

Volunteers are necessary to ensure the summit runs smoothly. As vital contributors to the summit's progression, you will have access to networking opportunities with nonprofit and community leaders. In exchange for your help, PCRG will provide volunteers with meals and free access to summit programming on both days.

This year, we've attempted to give each volunteer at least one complete day with no volunteer responsibilities, both lunches, and at least one networking session – to ensure the most benefit.

## AVAILABLE VOLUNTEER POSITIONS

### **Lobby Director (2 needed)**

This position will greet summit guests as they enter the Omni William Penn Hotel lobby and direct them toward the conference on the 17th floor. Directors will also help answer attendee questions and possibly step in to assist with the greeter position's duties.

### **Greeter (4 needed)**

This position will greet individuals as they arrive on the 17th floor and direct them toward the registration booth. Greeters will also help answer attendee questions and direct traffic to summit programming and events.

### **Registration Booth Attendant (4 needed)**

This position will help check conference attendees in and ensure their registration payment has been received before providing them with conference materials (name tags, program books, etc.). If registrants have not paid, volunteers will direct them to Corey Sage and the volunteer cashier. All volunteers working the registration booth should be prepared to answer attendees' questions and provide directions to summit programming and events.

### **Cashier (2 needed)**

This position will assist PCRG Chief Financial Officer Corey Sage with registering and processing payments of attendees who haven't registered or paid for their tickets ahead of time. Cashiers will be provided with a list of registration levels to ensure they collect the accurate amount of money from people registering on-site.

### **Session Coordinator (4 needed)**

This position will ensure their assigned session runs smoothly. They will: change room signs between sessions; check-in with HM Media to ensure speakers' A/V needs are met ahead of the session's start; time each session and signal time and wrap-up warnings to speakers; distribute session materials, if applicable; ensure attendees fill-out presenter evaluations and carry the forms back to the volunteer room.

### **Scribe (4 needed)**

This position will take notes on and highlight ideas, solutions and remaining work discussed during three open conversations. The goal of the open conversations is to allow attendees and experts to explore and unpack key topics. They will also guide PCRG develop a policy agenda based on ideas and solutions exchanged — this is where your note-taking assistance will come into play.

### **Floater (4 needed)**

This position will fill in to assist with duties related to the above positions as necessary and during others' meal breaks — please note breaks will be staggered to ensure everyone is able to rest and eat. If at any time floaters don't have an assigned task, they should report to the registration desk and ask Bobby Dennis for direction.

## SUMMIT SCHEDULE AT A GLANCE



### Wednesday, June 7

7:30 a.m. — Registration & Coffee (Exhibitor Hall)

8:00 a.m. — Breakfast Opens

8:15 a.m. — Welcome & Introduction

8:45 – 9:45 a.m. — Keynote: Christopher Ptomey, Executive Director, ULI Terwilliger Center for Housing

9:45 – 11:00 a.m. — Three Open Conversations  
*What is Black Wealth & How Does it Happen?* — Sky Room

Moderated by Lillian Singh - Founder and CEO, Enterprising Ventures of Color

*Corporate Responsibility to Build Black Wealth* – Allegheny Room

Moderated by Jessica Spradley - President, Care Based Leadership

*Equitable Engagement: What does it look like?* – Monongahela Room

Moderated by Amber Thompson - founder, De-Bias

11:15 a.m. — Lunch Opens

11:45 AM – 1:00 p.m. — Keynote: Melanie Marie Boyer, Executive Director, Pittsburgh Metropolitan Area Hispanic Chamber of Commerce

1:30 – 2:45 p.m. — Lunch Sessions

3:15 – 4:30 p.m. — Reporting on Open Conversations

4:45 – 7:00 p.m. — Happy Hour Networking Reception - All Attendees Welcome (Exhibitor Hall)

### Thursday, June 8

7:30 a.m. — Registration & Coffee (Exhibitor Hall)

8:00 a.m. — Breakfast Opens

8:15 a.m. — Welcome & Introduction

8:15 – 9:45 a.m. — Breakfast Panel: Identifying Regional Resources for Community-Based Organizations

9:45 – 11:00 a.m. — Morning Sessions

11:15 a.m. — Lunch Opens

11:45 a.m. – 1:00 p.m. — Keynote: Byron Stripling, Principal POPS Conductor of the Pittsburgh Orchestra

1:30 – 2:45 p.m. — Afternoon Sessions

## VOLUNTEER EXPECTATIONS

Volunteers are expected to be **punctual, helpful, considerate** and — above all else — **professional**. During the two-day summit, volunteers are required to:

- Arrive 15 minutes prior to assigned shifts.
- Wear business attire.
- Be willing to work five-hour shifts on at least one of the two days — June 7-8. Those would be from 7:00 a.m. to 12:00 p.m. OR 12:00 p.m. to 5:00 p.m.