

## **Malcolm Greene\ Program Director's Work at NOW**

As the Program Director, my role is multifaceted and integral to advancing the organization's mission and core values. Under the guidance and behest of President Christian Nunes, I lead and coordinate a range of initiatives and events designed to promote gender equality and social justice. My responsibilities encompass curating and supporting major events, managing staff, and maintaining active communication with coalitions and stakeholders.

### ***The Racial Justice Summit***

One of the cornerstone initiatives I oversee is the annual Racial Justice Summit. This virtual event brings together thought leaders from various fields, including civil rights, education, athletics (Title IX), and reproductive legislation. The summit emphasizes an intersectional perspective, ensuring that diverse voices and experiences are represented. My duties include:

- **Soliciting and Cultivating Keynote Speakers and Panelists:** I reach out to prominent figures and experts to participate in the summit, carefully selecting individuals who can contribute valuable insights and perspectives.
- **Steering the Event:** I oversee all aspects of the event, from planning and logistics to execution. This includes developing the agenda, coordinating with speakers, and ensuring the event runs smoothly.
- **Coordinating Marketing Materials:** I work closely with my team (headed by President Nunes) to create promotional materials that effectively communicate the summit's goals and attract a wide audience.

### ***Leading and Supporting Staff***

In my role, I also lead and support NOW's dedicated staff. This involves several key responsibilities:

- **End of Day Work Reports:** Each day, I review reports from staff that detail their accomplishments, hurdles, next steps, and communications. These reports help me monitor progress and provide necessary support.
- **Monthly Work Plans:** I compile the daily reports into comprehensive monthly work plans. These plans help us stay aligned with NOW's mission and core values, ensuring that our activities are strategically focused.

- **Supporting Young Feminists:** I actively mentor and support young feminists within the organization, fostering their development and encouraging their contributions to our work.

### ***Reporting and Updating President Nunes***

Regular communication with President Nunes is a crucial part of my role. I provide updates on our progress and activities, ensuring she is informed about all aspects of our work. This includes:

- **Coalition Updates:** I report on our collaborations with various coalitions, such as Not Above the Law, the Big Tent Initiative, DFAD, and the SCOTUS Coordinating Call. This involves updating President Nunes on our contributions and progress within these groups.
- **Onboarding and HR Support:** In collaboration with HR, I assist in onboarding new staff, ensuring they are well-integrated into the organization and understand our goals and processes.

### ***Conference and Event Coordination***

In addition to the Racial Justice Summit, I play a significant role in organizing NOW's national convention and other events. This includes:

- **Supporting the National Convention:** I help plan and execute our annual national convention, a key event that brings together members from across the country to discuss and advance our agenda.
- **Coordinating Other Events:** I also manage other events throughout the year, ensuring they are well-organized and impactful.

Through these diverse responsibilities, I strive to ensure that NOW's initiatives are effective, our staff is supported and motivated, and our events are successful in promoting NOW's core values. My work is driven by a commitment to NOW's mission and a dedication to fostering an inclusive and equitable society.