



COMMUNICATIONS INTERN

Boston Harbor Now is committed to re-establishing Boston as one of the world's truly great coastal cities – ensuring a vibrant, welcoming, and resilient Boston Harbor, waterfront, and islands for everyone. This is an exciting opportunity to join a diverse team of talented individuals who work closely with public agencies, communities, the private sector, and non-profit partners.

This summer, Boston Harbor Now seeks a Communications Intern to support a range of projects focused on increasing awareness of and engagement with Boston's waterfront resources, including the Boston Harborwalk and Boston Harbor Islands National and State Park. The Intern will work closely with members of the communications team and will collaborate with staff across departments to source engaging content for mailing lists, social media, web sites, and other digital platforms. This part-time position has an expected time commitment of approximately 30 hours per week.

Organizational Overview

Boston Harbor Now is a non-profit organization committed to equitable access, climate resiliency, and the Harbor's role in the health and economy of our region. As the legislated partner of the Boston Harbor Islands National and State Park and the City's partner for the Harborwalk, it encourages people to explore Boston's waterfront and Islands by promoting and hosting hundreds of free and low-cost recreational, cultural and social events. Boston Harbor Now partners with the City of Boston and waterfront communities to prepare for sea-level rise while promoting outstanding waterfront open space, and partners with the Mass Department of Transportation to develop and advance a Boston Harbor-wide water transportation plan for expanded ferry service. We support investment and innovation in Boston's working port to better support our 21st Century maritime economy.

For more information about Boston Harbor Now, please visit: www.bostonharbornow.org

About the Position

The Communications Intern will support Boston Harbor Now's digital engagement, chiefly through newsletters, social media, and websites. As a member of the communications team, the Intern will have the opportunity to collaborate with a variety of staff and partners to source

and develop engaging content for our digital platforms. The ideal candidate is detail-oriented and eager to learn, has an interest in non-profit communications, and is excited to share Boston's waterfront resources with others.

Responsibilities include:

- Assembling e-mail campaigns via Mailchimp platform for Boston Harbor Now and Boston Harbor Islands National and State Park
- Monitoring social media metrics and supporting development of social media content as needed
- Updating content and calendars on Wordpress websites
- Marketing public programs and events through calendar listings and social media posts
- Helping to track and summarize engagement metrics
- Documenting BHN activities through photos, video, and testimonials
- Creation of social media graphics and flyers
- Other duties as assigned

Qualifications and Experience

- Background in communications, marketing, and / or public outreach and engagement, ideally in a professional setting
- Experience with common social media platforms
- Experience developing email campaigns – particularly with Mailchimp – is desired but not required.
- Experience in graphic design is preferred
- A combination of relevant work/educational experience. Other credentials, traditional and nontraditional, and experience are considered and appreciated.

If you are uncertain whether your experience matches every qualification but are motivated and eager to learn, we encourage you to apply.

The Ideal Candidate:

- Is highly organized, has attention to detail, and enjoys learning new systems
- Is a self-starter who is comfortable working independently and collaborating with a wide range of staff, partners, and stakeholders
- Is familiar with Boston and / or Boston waterfront neighborhoods
- Is interested in growing their career in communications or non-profits

Work Hours and Expectations

Boston Harbor Now is currently working in a hybrid setting. Much of this part-time position can be performed from a home office, with some workdays spent at Boston Harbor Now's offices in

Charlestown as well as at programs and events in downtown Boston and on the Boston Harbor Islands. Candidates will need to provide their own laptop and internet connection while performing remote duties. Some evening and weekend work is required in order to be part of our public-facing programs and events.

This position has an expected time commitment of 30 hours per week for an 10-week period between June 1 - August 31, with some flexibility on start and end dates. Students and non-traditional applicants are welcome to apply.

Salary and Benefits

Stipend of \$5000.

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining people of color at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions.

Diversity refers not only to race and gender but also to an array of human differences including culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective, and more that exist in the community and are reflected in the workforce. We value using a race equity lens to manage the organization and create spaces for conversations on race and ongoing staff and board engagement and empowerment to redesign policies, practices, services, and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

We are an equal opportunity and affirmative action employer.

How to Apply

Please email a cover letter and résumé as a **single** pdf attachment to employment@bostonharbornow.org with a cc to lcook@bostonharbornow.org and include "Communications Intern - Last Name" in the email subject line.