



Program Coordinator

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 to engage a growing and more diverse public with Boston Harbor.

The Program Coordinator is a key member of the Programs team who ensures that all of Boston Harbor Now's public programs are dynamic, innovative, inclusive, and planned & executed in accordance with Boston Harbor Now's mission and vision and in conjunction with our programmatic partners. The ideal candidate is highly organized, has a passion for planning programs and events, and is excited to connect local communities with Boston's harbor and waterfront parks.

Organizational Overview

Boston Harbor Now is a non-profit organization committed to equitable access, climate resiliency, and supporting 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, we encourage people to explore Boston's waterfront and Islands by promoting and hosting hundreds of free and low-cost recreational, cultural, and social events and programs. Boston Harbor Now also 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 public agencies, including MassDOT to expand ferry service across the region. We also 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

Reporting to the Director of Programs, the Program Coordinator is responsible for planning and executing a diverse calendar of public programs and events across Boston's waterfront and in Boston Harbor Islands National and State Park. The Program Coordinator will work closely with Program team members, as well as with partner agencies and organizations to design community-centered activities and events that welcomes the diverse audiences.

This is a full-time hybrid position, requiring weekly in-person work at our office and in the field and a flexible work schedule including some nights and working up to one weekend per month from October to May, and two - three weekends per month from June to September.

Responsibilities include:

- Work with Director of Programs to develop an annual calendar of vibrant programs
- Work directly with partner agencies including the National Park Service, the Department of Conservation and Recreation, and other community non profits to identify program priorities, plan event logistics, and debrief after programs
- Coordinate a portfolio of event-related logistics, including dates & times, venues, permits, vendors, invoices, and volunteers; as well as oversight of speakers and performers
- Staff and coordinate in-person events both landside and on islands, including prepping, moving and lifting of equipment during program setup and breakdown
- Coordinate with the Communications department to develop program descriptions and promote events through online calendar listings, paid advertisements, social media, and print media distribution
- Assist in managing seasonal program interns to support program execution and outreach
- Support community programming such as Southie Summer Nights, community cruises, library pass program, and free access days through staffing events and coordinating select programmatic logistics
- Attend and participate in department and organizational meetings, with some note taking responsibilities
- Other duties as assigned

Qualifications and Experience:

- Minimum 2 to 4 years of experience in planning and overseeing successful events and programs, preferably outdoors
- Experience working with diverse populations
- Strong written and oral communication
- Experience conducting outreach and promotion for events
- Ability to work in a cooperative, collaborative manner
- Experience working with multiple partners
- Comfort and confidence presenting in public, speaking with large crowds, tabling at events, and doing in-person outreach
- Experience in educational programming and youth development a plus
- Experience in performing arts is a plus
- Experience with Asana, Canva, and Google Suite preferred
- Multi lingual a plus
- Experience managing staff and budgets preferred

The Ideal Candidate:

- Is highly organized, has attention to detail, and enjoys designing experiences that welcome diverse communities
- Is a multitasker who can manage several projects simultaneously
- Is a self-starter who is comfortable working independently and collaborating with a wide range of staff, partners, and stakeholders
- Cares about our blue and green public open spaces, and is excited to share these resources with others
- Is highly creative and enjoys bringing these skill sets to work every day
- Is flexible, enthusiastic and optimistic
- Is passionate about representing and attracting the broad spectrum of the region's diverse population by creating welcoming public spaces.
- Graphic design experience of any level a plus, but not required

We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience. We encourage Black, Indigenous, people of color, people with disabilities, and people with non-dominant gender identities who may not believe they meet all of the described qualifications but who are motivated and eager to learn to consider what they can contribute to Boston Harbor Now and apply.

Work Hours and Physical Requirements

This is a full-time, salaried position with benefits included. This position requires frequent outdoor work in the summer months requiring travel by ferry as well as work on beaches, trails, and other outdoor environments in all weather conditions. Work hours are generally Monday through Friday in fall, winter and spring with 1-2 weekend days or evenings per month, with frequent weekend and evening work required in the summer months (up to two evenings and one weekend day per week). Comparable time off will be provided.

Willingness and ability to support program execution including frequent lifting, standing, and moving of equipment in an outdoor setting. Willingness and ability to regularly lift 40+ pounds.

This is a full time hybrid position with 2-3 days of in-person work per week (may increase to 4-5 in the summer months). Candidates should be located within commuting distance of Boston at the date of hire. Valid drivers license is preferred.

Salary and Benefits

The salary range for this position is \$55,000 - \$58,000 annually plus a competitive and inclusive benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b) retirement plan with employer matching. There is growth potential for this position within the BHN Program Department.

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining diverse people 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 an equity lens to manage the organization and create spaces for conversations on equity and belonging, 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 and include "Program Coordinator - Last Name" in the email subject line.