



## Innovation Islands Program Consultant

### **The Opportunity:**

Boston Harbor Now in partnership with the National Park Service seeks an **Innovation Islands Program Consultant** to support the collaborative efforts of the Innovation Islands Mini-Grant program. This contract will be for 30 weeks from mid March - September and it will entail serving as a liaison between staff and local grant recipients as they plan, facilitate, and evaluate their events at Boston Harbor Islands National and State Park.

Boston Harbor Now (BHN), the Department of Conservation and Recreation (DCR), and the National Parks of Boston (NPB) collaborate to engage Innovation Island grantees with meaningful program engagement. This consultant will work closely with the Director of Programs, Rebecca Smerling, and will be integrated within the NPB Boston Harbor Islands team. The Consultant should have excellent communication capabilities, logistical planning skills, partnerships experience, and be a highly organized and motivated individual.

### **Scope of Work:**

This scope includes supporting the Innovation Islands Mini-Grant Program, an initiative that awards funding to community leaders in the Greater Boston area to create programming within Boston Harbor Islands National and State Park that caters to their constituents. The individual will work closely with grant recipients to guide them through the process of planning their event, securing group authorizations and permits, requesting ferry tickets, gathering key event data for partnership staff, ensuring that program planning and implementation occurs in a timely manner, and evaluating the success of the event after its conclusion. The successful implementation of each of these events will increase public access for inactive park audiences and build relationships between new park visitors and staff at Boston Harbor Islands National and State Park.

Working with dedicated staff from BHN, DCR, and NPB, the individual will ensure that all key partners are informed of upcoming Innovation Islands events and needs. This includes leading clear and regular email communication between partners and grant recipients, requesting DCR and NPS park staff as needed to support on-island programming, and tracking all logistics for Innovation Islands events.

They should be able to work effectively in collaboration with others. Specific responsibilities associated with this job include:

- Contribute to a positive work environment based on communication and trust;
- Coordinate professional photographs of a select few Innovation Islands events;
- Manage Innovation Islands work and planning to keep to Park Staff timeline;
- Coordinate communication with applicants and grantees via the phone and email throughout the whole process to ensure that grant recipients feel valued, welcomed, and prioritized as they work to build events catered to their constituents;
- Manage and update public-facing content for websites and blogs.
- Lead sustained and clear communication between partners and grant recipients;
- Assist with and attend facilitation of event(s);

**Desired Qualifications:**

The successful candidate should be energetic, motivated, and highly organized. The individual should possess excellent oral and written communications skills, a good sense of humor, and the ability to understand and respect the diverse needs and interests of the Boston Harbor Islands National and State Park partners. In addition, a successful candidate would possess the following qualifications:

- Demonstrated experience collaborating efforts across multiple partners for events or programs;
- Experience developing plans and monitoring implementation efforts;
- Ability to manage multiple projects simultaneously, work within tight deadlines, and prioritize work as necessary;
- Ability to speak effectively with groups and write effectively for a wide variety of audiences;
- Attention to detail and process;
- Ability to balance patience and empathy with persistence in pursuit of goals;
- Experience convening and working in partnership with other nonprofits, local communities, for-profits, academia and government agencies;
- Proficient in Microsoft Office and other platforms used to coordinate complex teams, *e.g.*, Google Drive, Slack, Zoom
- Fluency in another language (s) a plus
- Flexibility to work evenings and weekends, as needed

**Budget rate:**

The contract is set at a monthly rate of \$3000/month from mid March - September.

**About Boston Harbor Now:**

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](http://www.bostonharbornow.org)

**About the National Parks of Boston:**

The National Parks of Boston is a constellation of three National Park Service sites – Boston National Historical Park, Boston African American National Historic Site and Boston Harbor Islands National and State Park. Established by individual legislation and designated purposes, the three units have come together as a unified and collaborative organizational structure. Sites associated with the National Parks of Boston include the Bunker Hill Monument, Charlestown Navy Yard, Dorchester Heights, as well as a variety of partnerships along Boston's "Trails to Freedom." In addition, National Parks of Boston contributes to the stewardship of Boston Harbor Islands and the Black Heritage Trail. To learn more about these three national parks, visit the parks' websites at [www.nps.gov/bost](http://www.nps.gov/bost), [www.nps.gov/boha](http://www.nps.gov/boha), and [www.nps.gov/boaf](http://www.nps.gov/boaf).

**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 ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now, and the Stone Living Lab, strongly believe 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.

Boston Harbor Now is an equal opportunity and affirmative action employer.

**How to Apply:**

Please send your resume/CV and cover letter to [employment@bostonharbornow.org](mailto:employment@bostonharbornow.org). Please use the Subject line "Innovation Islands Consultant Application (your last name)" in your email. No phone calls please.