



Are you on board?

SUMMER PROGRAMS AND OUTDOOR RECREATION INTERN

Boston Harbor Now (BHN) is an organization committed to reestablishing 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, and private and non-profit partners.

As a member of the program team, the **SUMMER PROGRAMS AND OUTDOOR RECREATION INTERN** will assist with over 100 recreational programs, community engagement and special events in Boston Harbor Islands National & State Park and on the Boston Harborwalk.

Organizational Overview

Boston Harbor Now envisions a vibrant, welcoming, and resilient Boston Harbor, Waterfront, and Islands for the benefit of everyone. Our mission is to ensure that these unique regional resources are accessible, inclusive, and properly adapted to the risks of climate change.



BHN focuses on **Coastal Resilience, Access, and Equity**. BHN works with public and private partners to increase people's awareness of and access to parks and public spaces on Boston Harbor through programming, communications, and engagement. The organization serves as the legislated non-profit partner of the [Boston Harbor Islands National and State Park](#) and the city's partner for the Boston Harborwalk and Moakley Park.

Current priority projects include the [Stone Living Lab](#), focused on finding nature-based solutions to sea-level rise, and [Harborwalk 2.0](#), a framework for improving waterfront development on Boston Harbor as well as imagining a bolder vision for the waterfront and islands. Harborwalk 2.0 goes beyond existing regulations in anticipation of building a more equitably and accessible waterfront that is prepared for the coastal impacts of climate change. Finally, BHN is focused on improving [Community Engagement](#) at Moakley Park and projects around Boston Harbor to create a more welcoming and inclusive Harbor.

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About the Position

This summer, Boston Harbor Now seeks a motivated and energetic intern to assist with more than 100 recreational programs and special events in Boston Harbor Islands National & State Park, including fitness programming, live concerts, after hours events and cruises, and island camping programs! Taking direction from the programs team, this intern will help facilitate a series of enriching public programs on a weekly basis, including children's art activities, fitness and wellness programs, concerts and other live performances, and public kayaking programs. This position is primarily remote, but many duties take place largely outdoors within the Park and around the mainland waterfront. The programs intern will assist in the organizing, execution, and monitoring of the Boston Harbor Now's robust programming calendar.

This is a part-time stipend position requiring a flexible work schedule including weekends and some evenings.

Responsibilities

- Working outdoors on the Islands with a diverse audience of families and community groups visiting the park
 - Welcoming people
 - Encouraging belonging and place-making
 - Conducting work with professionalism and compassion for everyone encountered
- Helping facilitate and staff Southie Summer Nights (7/17, 7/21, 7/31, 8/7, 8/14, 8/21) and the Community Cruise program (6/30, 7/11, 7/16, 7/25, 8/8, 8/15, 8/22)
- Assisting with planning and implementing larger special events such as our concerts, Free Ferry Days, and Spectacle Summer Nights
- Leading games, arts and crafts, and other play activities for children and families
- Ability to articulate Boston Harbor Now's mission and primary partnerships during interactions with vendors, partner staff, and the public
- Other duties in the office and in the park as needed, such as:
 - Supporting the improvement of program or event management tools
 - Supporting programs with a focus on data collection and analysis
 - Supporting partners and providing customer service by connecting via email and phone
 - Assisting in administrative duties as needed

Qualifications and Experience

- Experience and willingness to learn Google Suite (including Gmail, Docs, Sheets, Drive, and Calendar) for appointment managing, document sharing, and digital collaboration

- Problem solving skills and ability to present possible solutions to supervisor
- High school diploma or GED is preferred but not required. Other credentials, traditional and nontraditional, and experience considered and appreciated.

The ideal candidate:

- Is highly organized and punctual
- Has a strong work ethic, is good at taking direction, and is able to work with minimal supervision
- Experience and/or interest in event planning, creative placemaking, community activation, and/or the nonprofit sector a plus.
- Has a demonstrated interest in public parks and/or community programming and events
- Has experience working with children and families
- Has experience working with groups and the public, particularly in an event setting
- Is comfortable lifting heavy equipment (20-40 pounds) and is willing to work outdoors in all weather conditions, including heat and heavy rain
- Ability to speak Spanish, Mandarin, or Portuguese is preferred
- Is a proactive problem solver and takes initiative to come up with solutions)
- Pays attention to detail and/or creates systems for self-correction including grammar, spelling, formatting)
- Comfortable making telephone phone calls and talking with vendors, external partners and community members
- Believes in the mission of Boston Harbor Now

Hours

Full-time intern positions from June through August (13 weeks). The work schedule is typically Tuesday through Saturday (some Sundays) and will include 1 to 2 evening shifts (1pm – 9pm) a week. **All candidates must commit to working 3 to 4 Saturdays/ Sundays a month.**

How to Apply

Please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line “PROGRAM INTERN Application (your last name)” in your email.

Benefits and Salary

Hourly, non-exempt employee; \$17.50/hour working an average of 30 hours/week for 13 weeks

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.