



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 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**. 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.

BHN also 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.

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, primarily 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 email 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
- Attending BHN events and documenting them 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
- Experience with common social media platforms such as facebook, instagram, and LinkedIn
- Experience developing email campaigns is desirable
- Experience in graphic design or other media production is desirable
- 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. Work will mainly take place at Boston Harbor Now's offices in Charlestown, as well as at programs and events in downtown Boston and on the Boston Harbor Islands. Some duties may also take place remotely from a home office during agreed-upon hours. 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 a 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

Hourly, non-exempt employee at \$17.50 / hour.

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 resume as a **single** pdf attachment to employment@bostonharbornow.org and include "Communications Intern - Last Name" in the email subject line.