



Request for Proposals for Conference Coordinator (Contract Position)

August 2024

Introduction

The Stone Living Lab holds an in-person conference every two years. Boston Harbor Now, a core partner of the Stone Living Lab, is requesting proposals from individuals (or organizations) for the role of Conference Coordinator to support the planning and management of the Stone Living Lab's 2025 conference.

Conference Details

The 2025 Stone Living Lab (SLL, or the Lab) conference will take place from April 16 to April 18, 2025 at UMass Boston (UMB), and will be titled *Nature-based Coastal Resilience in Urban Settings*. The Lab's 2023 conference was a big success, with 350 attendees, exciting keynote speakers, over 40 panels and talks, 5 field trips, and 3 social gatherings. We plan on having approximately the same number of attendees at the 2025 conference, as well as a similar range of presentations and events. Attendees at this conference will include academics, students, community members, professionals, and municipal leaders in the field of coastal resilience.

Scope of Work

Planning for the conference is currently being managed by a small committee, comprised of a subset of Lab management and staff members. Thus far, the Conference Committee has identified dates, secured a location, selected Whova as a conference management platform, sent out save the date reminders, selected conference tracks, and begun conversations with various vendors and keynote speakers. Once

selected, the Conference Coordinator would pick up from where this group has left off, and this group would continue to serve as a Conference Committee to assist with planning and management. The Scope of Work for the Conference Coordinator includes:

- Establish, manage, and revise (as needed) a conference project plan, including timeline and tasks
- Schedule and facilitate Conference Committee meetings, including
 - Follow up with Conference Committee members about action items
 - Keep Conference Committee on track for key deadlines and deliverables
- Manage and update Whoova account and dashboard
- Establish contracts and agreements with venue, vendors, sponsors, hotel, and exhibitors
 - UMass Boston Events, Catering, and Marine Operations will be some of the vendors
- Manage contracts and agreements with venue, vendors, sponsors, hotel, and exhibitors
- Manage conference budget
 - Manage all conference invoices and expenses
- Oversee the conference abstract submission process
 - Assist Conference Committee with reviewing abstracts and scheduling panels and talks
- Create a supply list for days of conference (pens, notebooks, decorations, signage, etc.)
 - Stone Living Lab will be responsible for purchasing supplies
- Lead conference operations during event (check-in, staff management, vendor management, volunteer management, etc)
- Plan and coordinate conference field trips
- Report to the Stone Living Lab Managing Director, and attend weekly virtual check-in meetings
- Other duties as needed

Qualifications and Expectations

- Experience planning large-scale conferences and events, especially academic conference and events
- Strong project management, organization, and communication skills
- Ability to work in, and stay calm in, a fast-paced environment
- Patience with navigating multiple partners with competing priorities
- The Conference Coordinator should plan to work up to 20 hours per week from September 23, 2024 to April 4, 2025 and approximately 40+ hours per week during the weeks prior to the conference, the week of conference, and the two weeks after the conference
- The position will be established on a contractual basis, with a rate of \$40 per hour, with a not-to-exceed amount of \$32,500

Proposal Instructions, Evaluation, and Contract

- Proposers should include the following content in their proposal:

- Introductory letter
- Resume / Organizational overview
- Information about conference and events they have managed
- List of references
- Estimated budget
- Proposals should be submitted to Joe Christo at jchristo@bostonharbornow.org with the subject line “Conference Coordinator Proposal” by September 10, 2024.
- Proposal evaluations and interviews will take place virtually from September 16, 2024 to September 20, 2024.
- Boston Harbor Now will establish a contract with the selected Conference Coordinator by September 23, 2024.

About the Stone Living Lab

The Stone Living Lab (SLL) partnership is an innovative and collaborative initiative focused on testing and scaling up nature-based approaches to climate adaptation in Boston Harbor and beyond. We are a unique partnership between government agencies and nonprofits: UMass Boston School for the Environment, Boston Harbor Now, the City of Boston, the Massachusetts Department of Conservation and Recreation, the Massachusetts Executive Office of Energy & Environmental Affairs, and the National Park Service.

As a “Living Lab,” we bring research into the real world by engaging scientists and the community in collaborative design and exploration. Our work brings us not only along the coastline of Boston Harbor, but into the water itself and out among the Boston Harbor Islands and other locations. Our areas of focus are research & monitoring, education & engagement, policy innovation, and climate preparedness.

About Boston Harbor Now

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.

Boston Harbor Now focuses on Coastal Resilience, Access, and Equity. The organization 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, it is focused on improving community engagement at Moakley Park and projects around Boston Harbor to create a more welcoming and inclusive Harbor.

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

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining diverse individuals 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 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.