



INNOVATION ISLANDS PROGRAM ASSISTANT

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. 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 programs team, the **INNOVATION ISLANDS PROGRAM ASSISTANT** will work closely with BHN, NPS, and DCR park staff to assist with recreational programs on the Boston Harbor Islands National & State Park, waterfront parks, and the Boston Harborwalk. This individual will work directly with grant recipients through the process of planning and facilitating their events.

Organizational Overview

Boston Harbor Now believes that blue and green spaces contribute to our individual, community, environmental, and economic health and well-being.



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 resilient, welcoming and inclusive Harbor.

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

About Innovation Islands

[Innovation Islands Grant Program](#) is an opportunity provided by the Boston Harbor Islands Partnership that awards funding to community leaders in the Greater Boston area to design and facilitate their own programming, that caters to their own constituents, within the Boston Harbor Islands National and State Park. This grant seeks to strengthen community relationships with the park and foster support for island stewardship and care. Watch this video to learn more about the grant: <https://youtu.be/mSufZFYNepE>

About the Position

Boston Harbor Now, in partnership with the National Park Service, and Massachusetts Department of Conservation and Recreation, seeks an **Innovation Islands Program Assistant** to support the collaborative efforts of the Innovation Islands Grant program. This is a seasonal position beginning in April/May and spanning to the end of August. This individual will report to the Program Coordinator and serve as a liaison between staff and local grant recipients as they plan and facilitate their events at the Boston Harbor Islands National and State Park. The ideal candidate for this position will be organized, with a high level of logistical planning skills, strong written and verbal communication skills, and a warm and welcoming demeanor.

Role and Responsibilities

- Assist with the planning and logistics of the grantee events and grant program, including tasks such as; gathering program details, requesting ferry tickets, updating website, and attending weekly meetings
- Attend events to act as a resource for grantees and a liaison between park staff and grantee groups during events
- Maintain communication with grantees via the phone and email throughout the whole process to ensure that grant recipients feel valued, welcomed, and supported
- Assist with the planning and/or facilitation of non-grant related programs on the islands and waterfront as needed

Qualifications and Experience

Below lists the **required** qualifications for this position. All credentials and experience, both formal and informal, will be considered:

- Ability to work effectively on a team and in highly collaborative environments
- Experience and/or demonstrated interest in events, event planning, community activation, public parks, and/or the nonprofit sector
- Willing to work outdoors in various weather conditions, including heat and rain

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- Comfortable making telephone phone calls and talking with grantees, external partners, and community members
- Organized, timely and dependable
- Celebrates diversity, equity, and inclusion and is comfortable working with people of all backgrounds and identities

The ideal candidate:

Below lists examples of the **preferred** skill set of the ideal candidate:

- Experience with event planning
- Experience working with the public, including families and groups from various backgrounds
- Fluent in Spanish, Mandarin or ASL
- Is a proactive problem solver and takes initiative to come up with solutions
- Ability to manage multiple projects simultaneously and prioritize work as necessary
- Ability to balance patience and empathy with persistence
- Proficiency or experience with any or all of the following applications: Microsoft Office, G Suite, Canva, Zoom, Wordpress, and Asana

Research has shown that people of color and women are less likely to apply for jobs if they don't believe they meet every one of the qualifications described in a job description. At Boston Harbor Now, we recognize that experience can be gained in various ways: lived, professional, volunteer, and other experiences. We encourage Black, Indigenous, people of color, people with disabilities, women, and people with non-dominant gender identities to consider what they can contribute to Boston Harbor Now and to apply.

Hours

Position runs from April/May through August at approximately 30 hours per week. Schedule varies depending on event dates, but is typically Tuesday through Saturday, with occasional Sunday or evening events.

Benefits and Salary

Hourly, non-exempt employee; \$24.00/hour working an average of 30 hours.

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

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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 for consideration. Please use the Subject line "INNOVATION ISLANDS PROGRAM ASSISTANT Application (your last name)" in your email.