



## COMMUNICATIONS INTERN

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

As a member of the Communications Team, the **COMMUNICATIONS INTERN** will support a range of projects focusing on increasing awareness of and engagement with Boston's waterfront resources, including the Boston Harborwalk and Boston Harbor Islands National and State Park.

### 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.

For more information about Boston Harbor Now, please visit: [www.bostonharbornow.org](http://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 Communications 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.

### 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

*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.*

## 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 2 - August 8. Students and non-traditional applicants are welcome to apply.

## Salary and Benefits

Hourly, non-exempt employee at \$18 / 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](mailto:employment@bostonharbornow.org) and include "Communications Intern - Last Name" in the email subject line.

It is important to us that the hiring process is accessible to everyone. If you require accommodations to participate in the interview process, please let us know when you apply.