



SEASONAL EDUCATION SPECIALIST

Boston Harbor Now (BHN) is an organization committed to re-establishing Boston as one of the world's truly great harbor 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 for profit and non-profit partners.

In this collaborative role, the Seasonal Education Specialist provides direct support for one of Boston Harbor Now's partnership programs at National Parks of Boston, as well as supporting elements of Boston Harbor Now's Free Access Programming to the Harbor and Harbor Islands. The Seasonal Education Specialist will serve in an integrated position on the National Parks of Boston's Education, Youth, and Volunteer Engagement team to support education programming and curriculum development across three National Park Service sites, including Boston Harbor Islands National & State Park. They will plan and manage logistics, communicate with teachers, and facilitate place-based education programming at various park sites for local area students. The Seasonal Education Specialist will also help plan and design new park curriculum, as well as contribute to initiatives for the redesign of an engagement model with Boston Public Schools.

In addition, the Seasonal Education Specialist is responsible for working collaboratively with Boston Harbor Now's Public Programming Team to prepare for the upcoming seasonal launch of Free and Discounted Access programming, which provides free and reduced-price trips for community-based organizations, local teachers, students, and youth groups to the harbor and islands.

This work will strengthen and support our partnership program with National Parks of Boston to offer education programs free of charge to local teachers and students. Additionally, it will ensure that there are effective connections between audiences that can potentially benefit from both National Parks of Boston Education programming and Boston Harbor Now free and reduced price access opportunities.

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 resilient and accessible waterfront that is prepared for the coastal impacts of climate change.

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

About the Position

Reporting to the National Park Service Education Program Lead, the Seasonal Education Specialist will also work closely with the Boston Harbor Now Youth Recreation Program Lead and two National Park Service Education Technicians. As an integral member of this working group, the preferred candidate will be a team player, capable of communicating and working effectively with teachers, as well as a skilled educator who excels at facilitating place-based lessons for students of diverse backgrounds in Grades 4-6 attending various Boston Public Schools.

The Seasonal Education Specialist will plan, coordinate, and facilitate place-based learning experiences across the National Parks of Boston, including sites such as Faneuil Hall, Charlestown Navy Yard, Bunker Hill Monument, Black Heritage Trail and preparing for experiences at Boston Harbor Islands National & State Park in the spring. They will work as part of a larger team to schedule trip times, arrange transportation, communicate with teachers, manage educational materials, create promotional materials, and plan for teacher engagement. The Education Specialist will also work collaboratively to debrief lessons, refine existing materials and plans, and contribute to the park's multi-year strategic effort to redesign curriculum.

This is a full-time, seasonal position, requiring a flexible work schedule. Some weekend and evening work may be required.

Responsibilities include:

Position Description: Seasonal Education Specialist, Boston Harbor Now

Planning and Program Design (40%)

- Develop, design and document youth-centered programs dedicated to increasing youth access to the Boston Harbor Islands and National Parks of Boston
- Collaborate with colleagues and Boston Public School educators to coordinate student experiences while taking steps to ensure whole-child wellness and teacher satisfaction.
- Work independently and in a team setting to research and develop promotional and educational materials designed for educators, youth and families
- Plan, organize and prepare supplies and materials to effectively engage students in place-based experiences
- Assist with program scheduling, documenting program plans, and debriefing and documenting
- Plan, design, and develop teacher workshop to implement co-development of curriculum with local educators

Program Facilitation (40%)

- Facilitate and refine place-based and off-site learning experiences with four Boston Public School students centered around National Parks of Boston's natural, cultural and historical resources
- Integrate 21st century education practices and competencies into teaching and facilitation strategy to effectively engage youth and community partners
- Work collaboratively within a team of facilitators to implement programming, briefing and debriefing with colleagues to adjust facilitation techniques as needed

Free and Reduced Price Access Preparation (20%)

- Communicate with community partners who participate in Free and Reduced Price Access Programs in preparation for 2025 Season launch
- Develop and designs materials to promote 2025 Season Free Access program

Other duties as assigned.

Qualifications and Experience

- Experience working in partnerships of non-profit, city, state and/or federal governments
- A motivated, proactive, detailed-oriented and highly organized approach to work
- Experience working with young people and familiarity with developing and facilitating youth engagement experiences
- Ability to contribute to multiple projects simultaneously, to work within tight deadlines, and prioritize work as necessary

- Ability to speak effectively with groups and write effectively for a wide-variety of audiences, particularly educators and students
- Ability to work independently and collaboratively as a member of a team
- Proficient in Microsoft Office and other platforms used to coordinate complex teams, e.g., Google Drive, Teams, SharePoint, Zoom, Microsoft 365 Suite, Adobe Acrobat
- Working knowledge of graphic design applications e.g., Adobe Illustrator, InDesign, or Canva
- Fluency in another language(s) a plus
- Flexibility to be able to work evenings and weekends, as needed

The Ideal Candidate:

- Is highly organized, detail oriented, and is able to prioritize multiple tasks to meet deadlines
- Takes initiative and manages time well
- Approaches youth work from a positive, whole-child, learner-centered perspective
- Is a proactive problem solver
- Works well with people inside and outside the organization
- Believes in the mission of Boston Harbor Now and National Park Service

We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience.

We encourage Black, Indigenous, people of color, people with disabilities, and people with non-dominant gender identities who may not believe they meet all of the described qualifications to consider what they can contribute to Boston Harbor Now and apply.

Work Hours and Physical Requirements

This is a seasonal position with a 40-hour per week schedule, Monday through Friday, beginning late October/early November through early/mid-April. The position is based in Charlestown and is located close to public transportation; free parking may also be available. This position must be able to work irregular hours as needed, including early morning and evenings, and occasional weekend events. Additionally, this position requires frequent work in a field setting with youth. The candidate must be able to carry program materials, such as totes, duffel bags, wagons, and navigate the terrain of urban park sites while leading students and teachers.

Benefits and Salary

Compensation for this position is \$28/hr plus benefits, including accrued sick and personal time, as well as paid holidays.

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.

How to Apply

Please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line "Seasonal Education Specialist (your last name)" in your email.

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.