



Are you on board?

SUMMER ACCESS PROGRAMS 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 program team, the **SUMMER ACCESS PROGRAMS INTERN** will assist with community engagement and special events in Boston Harbor Islands National & State Park and on the Boston Harborwalk.

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

About the Position

This summer, Boston Harbor Now seeks a motivated and community-oriented intern to support programs that expand equitable access to Boston Harbor and the Harbor Islands. Working closely with the Community Engagement Manager, the Access Intern will help implement key access initiatives, including **Community Cruises, Island Pass, Free Ferry Days, and Summer Nights at Carson Beach.**

The Access Intern will assist with outreach, logistics, and on-site support to help reduce barriers to participation and ensure welcoming experiences for communities across Greater Boston. Responsibilities may include coordinating participant registration and communication, supporting transportation and ferry logistics, engaging community partners, assisting with event setup and breakdown, collecting participant feedback, and helping monitor participation data to inform future access efforts.

This role is ideal for someone interested in environmental justice, public space activation, and community engagement. Many responsibilities take place outdoors on the waterfront, at Carson Beach, and on the Boston Harbor Islands, with some hybrid administrative work.

This is a seasonal position from June through September (13 weeks). The position requires a flexible work schedule including weekends and some evenings. The typical work week is Tuesday through Saturday, but will vary.

Responsibilities

- Support access programs including Community Cruises, Island Pass, Free Ferry Days, and Summer Nights at Carson Beach
- Work outdoors on the Harbor Islands and waterfront parks with families, youth groups, and community partners
- Welcome participants and help create a friendly, inclusive, and accessible environment
- Assist with event setup, breakdown, check-in, and on-site logistics
- Help manage supplies and confirm details with vendors and partners
- Support participant registration and track attendance
- Collect participant feedback and assist with basic data entry and evaluation to help measure program impact
- Work with the Communications team to share program information and updates
Coordinate with Operations to ensure events run smoothly
- Support administrative tasks such as organizing documents, assisting with contracts and payments, and maintaining program records
- Represent Boston Harbor Now's mission and partnerships in a professional and positive manner

Qualifications and Experience

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

- Interest in community engagement, public programming, environmental justice, nonprofit management, parks and recreation, or a related field
- Experience with or willingness to learn Google Suite (including Gmail, Docs, Sheets, Drive, and Calendar) for appointment managing, document sharing, and digital collaboration
- Problem-solving skills and ability to present possible solutions to supervisor
- Is comfortable lifting equipment (up to 30 pounds) and is willing to work outdoors in various weather conditions, including heat and rain
- Ability to work evenings and weekends as required
- Willingness to assist with data collection, registration tracking, and basic evaluation tasks

The ideal candidate:

Below lists examples of the **preferred** skill set of the ideal candidate. All credentials and experience, both formal and informal, will be considered:

- Has a strong work ethic, is good at taking direction, and is able to work with minimal supervision
- Has a demonstrated interest in public parks and/or community programming and events
- Has experience working with children and families
- Has experience working with groups and the public, particularly in an event setting
- Has organization and time management skills
- Ability to speak Spanish, Mandarin, or Portuguese is preferred
- Is a proactive problem solver and takes initiative to come up with solutions
- Is comfortable making phone calls and talking with vendors, external partners, and community members
- Believes in the mission of Boston Harbor Now

Research shows that people of color and women are less likely to apply if they don't believe they meet every qualification listed. At Boston Harbor Now, we recognize that experience can be gained in many ways—lived, professional, volunteer, and others. We encourage BIPOC candidates, people with disabilities, women, and people with non-dominant gender identities to apply.

Benefits and Salary

Hourly, non-exempt employee; \$18.50/hour working an average of 30 hours/week for 13 weeks. Sick time and paid holidays (e.g. Fourth of July) included. Paid 30 minute lunch breaks included in shifts 6.5 hours or longer.

How to Apply

Upload your resume/CV and cover letter and complete the online application form: <https://forms.gle/AdKUwjGN5PtTpvwN7> Please include your first and last name in the title of all uploaded files.

Boston Harbor Now is committed to ensuring an accessible and inclusive hiring process. We encourage candidates to share any access needs or accommodation requests when applying so they can fully participate in the interview process. We encourage applicants to respond in their own voice. Clear, thoughtful responses that reflect your experience and perspective are most valuable to our review process.

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.