



INNOVATION HARBOR PROGRAMS ASSISTANT

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 programs team, the **INNOVATION HARBOR PROGRAMS ASSISTANT** supports the Innovation Islands and Innovation Harborwalk grant program by coordinating logistics, working with community grantees, and helping deliver public programming on the Boston Harbor Islands and waterfront.

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 Innovation Harbor

The [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 Harbor Programs Assistant** to support the collaborative efforts of the Innovation Harbor Grant program. This is a seasonal position beginning in June and ending in early September. 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.

This is a seasonal position from June through September (14 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

- Assist with the planning and logistics of the grantee events and grant program, including tasks such as; reviewing and confirming program details with grantees, web-based paperwork filing and organization, updating website, and meeting with grantees.
- Attend events on the islands and Harborwalk to act as a resource for grantees and a liaison between park staff and external groups.
- Maintain timely communication with grantees via the phone and email.
- Build relationships with our Park partners (National Park Service, DCR, etc.) as well as our grantee partners. Help our grant recipients feel valued, welcomed, and supported.
- Attend meetings each week pertaining to both the Innovation Harbor Grant Program and the broader Programs Team
- Create grantee meeting agendas and take meeting notes/send out meeting minutes

Position Description: Innovation Harbor Programs Assistant, Boston Harbor Now

- 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
- Comfortable making 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, or any role managing a high volume of logistical details
- Ability to manage multiple projects simultaneously and prioritize work as necessary
- Experience working with the public, including families and groups from various backgrounds
- Ability to create a warm and welcoming environment for guests and partners
- Flexible, empathetic, and sociable, with a high level of professional resolve
- Fluent in Spanish, Mandarin or ASL
- Proficiency or experience with any or all of the following applications: Microsoft Office, G Suite, Canva, Zoom, Wordpress, and/or Eventbrite

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; \$25.00/hour working an average of 30 hours/week for 15 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

Position Description: Innovation Harbor Programs Assistant, Boston Harbor Now

Upload your resume/CV and cover letter and complete the online application form: <https://forms.gle/tk4JqTmob8vjCbDG6> 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.