



Are you on board?

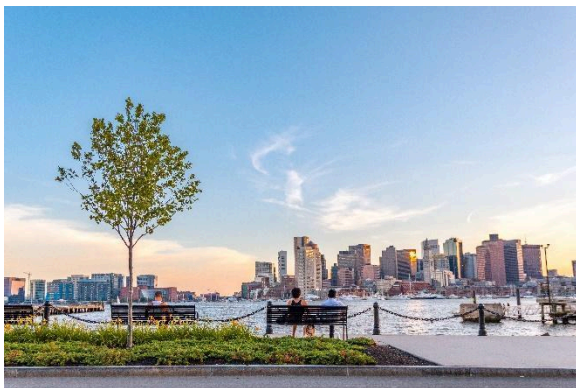
## SUMMER PROGRAMS AND OUTDOOR RECREATION INTERN

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 PROGRAMS AND OUTDOOR RECREATION INTERN** will assist with recreational programs, 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](http://www.bostonharbornow.org)

## About the Position

This summer, Boston Harbor Now seeks a motivated and energetic intern to assist with recreational programs and special events in Boston Harbor Islands National & State Park. Taking direction from the Director of Programs, this intern will help facilitate an ongoing series of enriching public programs. This is a hybrid position, but many duties take place outdoors within the Park and around the mainland waterfront. The programs intern will assist in the organizing, execution, and monitoring of Boston Harbor Now's robust programming calendar.

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

- Working outdoors on the Islands and waterfront parks with a diverse audience of families and community groups visiting the park
  - Welcoming people
  - Encouraging belonging and place-making
  - Conducting work with professionalism and compassion for everyone encountered
- Assisting with planning and implementing larger [special events](#) such as Free Ferry Days, Jazz on the Porch, Camp Spectacle, Tall Ships, and Spectacle Summer Nights
- Leading games, arts and crafts, and other play activities for children and families
- Ability to articulate Boston Harbor Now's mission and primary partnerships during interactions with vendors, partner staff, and the public
- Other duties in the office and in the park as needed, such as:
  - Supporting the improvement of program or event management tools
  - Supporting programs with a focus on data collection and analysis
  - Supporting partners and providing customer service by connecting via email and phone
  - Assisting in administrative duties as needed

## Qualifications and Experience

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

- Experience and/or interest in event planning, creative placemaking, community activation, and/or the nonprofit sector
- Experience with or willingness to learn Google Suite (including Gmail, Docs, Sheets, Drive, and Calendar) for appointment managing, document sharing, and digital collaboration

- Is comfortable lifting equipment (up to 30 pounds) and is willing to work outdoors in various weather conditions, including heat and rain
- Is organized and consistently timely
- Has a strong work ethic, is good at taking direction, and is able to work with minimal supervision

### **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 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
- Ability to speak Spanish, Mandarin, or Portuguese is preferred
- Is a proactive problem solver and takes initiative to come up with solutions
- Comfortable making telephone 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/zxDwyPE5Jn3ErGTA6> 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.