



Are you on board?

EXECUTIVE 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. The Executive Administrator supports the President and CEO as well as the senior leadership team including the Chief Operating Officer, Chief Development Officer and the Chief Impact Officer and Managing Director, Stone Living Lab to facilitate the smooth operations of Boston Harbor Now. Specific responsibilities include maintaining the President's calendar, coordinating communications, planning and executing business meetings, and providing support to the Board and organization-wide strategy and initiatives.

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

About the Position

Reporting to the President and CEO and working closely with the senior leadership team, our ideal candidate is a dedicated and motivated individual who is able to stay highly organized, multi-task, take initiative and maintain good relationships with internal and external audiences. This position is also responsible for scheduling staff, Board and committee meetings. The Executive Assistant must anticipate the needs of a busy and dynamic office; interface with the Board, staff, and a diverse constituency; maintain confidentiality and assist in implementing priorities aligned with the organization's strategic agenda. This position anticipates the needs of a small number of senior level staff, manages the Board, and supports a diverse range of stakeholders internally and externally.

This will be a full-time 40 hours/week position with benefits. You will be required to work occasional evenings/weekends.

Responsibilities

Supporting President and CEO

- Maximize the effectiveness of the CEO's Office in meeting annual goals by maintaining the calendar; develop, proofread, disseminate and monitor written correspondence as needed; review mail; answer phones and other administrative duties as needed.
- Work with the Development team to ensure major donor relations including cultivation, solicitation and acknowledgements are completed in a timely manner.
- Supporting the Board of Trustees and Board of Advisors

Strategy

- Work with the Chief Operating Officer to support the development and implementation of the organization's Strategic Plan including measuring performance of the organization's initiatives against Boston Harbor Now's strategic plan by developing and maintaining a dashboard.

Board Relations

- Support the Board of Trustees, Executive Committee.
- Maintain Board relationships, write monthly, quarterly and annual reports, respond to requests and provide necessary information.
- Support the Governance Committee including board orientation and recruitment database and calendar.
- Attend and support Committees as needed by scheduling the annual calendar; compiling and disseminating agendas and minutes; and ensure other follow up is accomplished.

Organization wide-support

- Support Chief Operating Officer with office management, recruitment and hiring.
- Plan, schedule, and distribute notices of office events, including staff meetings, conferences, interviews, orientations, and training sessions.

- Ensure that internal and external communications are consistent across the organization among our many diverse constituents; government agencies, private businesses and civic leaders, staff, and donors.
- Work with the administrative team improving systems, policies, and procedures
- Manage shared resources like rooms, conference call lines, office supplies and equipment for all staff.
- Serve on cross-functional teams and committees as needed.
- Assume responsibility for special projects, as needed.
- All other duties as assigned.

Qualifications

- Traditional and nontraditional relevant experience is appreciated.
- Administrative support experience is highly desirable.
- Ability to work in a fast-paced and dynamic environment on multiple projects under pressure, including the flexibility to adapt to changing priorities. Sense of humor appreciated.
- Proficiency in Google Suite, Microsoft Office, Zoom and ability to learn new technologies.
- Experience with fundraising databases (Salesforce) is helpful.
- Demonstrated communications skills.
- Excellent organizational skills: Detail-oriented and ability to follow through.
- Passion for Boston Harbor Now's mission.

The ideal candidate is:

- A proactive problem solver
- Self-motivated and able to work without close supervision
- Able to prioritize multiple tasks and establish and meet deadlines in a dynamic work environment
- Continually builds technical and professional knowledge associated with job objectives
- Works well with people inside and outside the organization, on the staff and on the board
- A strong commitment to diversity, equity, and inclusion

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 but who are motivated and eager to learn to consider what they can contribute to Boston Harbor Now and apply.

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

To apply please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line "Executive Assistant Application (your last name)" in your email.

Benefits and Salary

The salary is \$50,000-\$60,000 and will be commensurate with experience and include a benefits package including medical, dental, life and disability insurance, flexible spending accounts, 3 week annual vacation with an opportunity to accrue more with tenure, up to 2 weeks of sick time annually and 3 personal days, as well as the option to participate in our 403(B) with a discretionary employer match.