ABOUT:
Founded in 2000, the Charles River Conservancy, a 501 (c)3 nonprofit organization, is dedicated to the stewardship, renewal, and enhancement of the urban parklands along the Charles River, for the enjoyment of all.

The Conservancy promotes the active use and vitality of the parklands, increases recreational and cultural opportunities, and works to ensure the beauty and integrity of this extraordinary public resource.

THE OPPORTUNITY:
The Charles River Conservancy (CRC) seeks an individual to coordinate several important projects and programs: 1) Skate Park 2) Swimmable Charles Initiative 3) Underpasses Advocacy and 4.) Bridge Illumination. For more information about CRC’s specific projects/programs, visit our website: www.thecharles.org

The Projects Coordinator will interact frequently with the Massachusetts Department of Conservation and Recreation (DCR), the managing state agency of the Commonwealth’s Charles River Reservation. The successful candidate will be highly organized, an excellent communicator, a dynamic self-starter who manages people and processes with sophistication and sensitivity, and who possesses great attention to detail and exceptional project management skills.

The Projects Coordinator will manage an intern to support CRC’s projects and programs. Duties include the following:

Skate Park Project:
• Manage the project budget and schedule
• Work closely with project consultants (client representative, engineers, contractor)
• Organize and facilitate meetings with DCR and project consultants
• Communicate effectively with the skate park design team, DCR, the CRC Board of Directors, project funders, and the public
• Collaborate with Director of Development & Communications to produce blog posts, project updates, and media communications

Swimmable Charles Initiative:
• Staff the Charles River Water Quality Commission as well as the CRC’s committee comprised of members of CRC’s Board of Directors and Advisory Board
• Work with DCR and partners other partners to organize public swim events at existing docks on the Charles River
• Manage the project budget and schedule
• Help secure funding for the Swimmable Charles Initiative

Harvard Bridge Illumination:
• Communicate with funder (arrange meetings, project reporting, managing invoicing)
• Coordinate with lighting consultant and various state agencies

Underpasses Advocacy:
• Work with committee to implement the bridge underpasses advocacy action plan
• Organize and coordinate events related to advocacy efforts
• Communicate effectively with DCR, MassDOT, elected officials, other partners, the CRC board, and the public
• Collaborate with part-time Advocacy Associate on written material
• Work with Director of Development & Communications on funding and media strategy

JOB REQUIREMENTS AND QUALIFICATIONS:
• A minimum of a Bachelor’s Degree (related field preferred)
• At least five years of comparable professional project management experience
• Experience with land development and/or park construction projects desired
• Knowledge of environmental permitting, urban planning, and environmental policy issues desired
• Experience working on advocacy campaigns
• Ability to work both independently and in a dynamic team environment
• Highly motivated and able to motivate others (including interns and volunteers)
• Ability to prioritize tasks, set and achieve goals, and meet deadlines
• Excellent writing and verbal skills
• Excellent interpersonal skills
• Ability to use Microsoft office and to navigate in both PC and Mac environments

To apply please send your resume and a cover letter via email to: crc@thecharles.org. The subject line should include the position title "Projects Coordinator" and your name.

Application deadline is October 12. Interviews will begin week of October 21st. Salary commensurate with experience. Benefits package.