Job/Organization Information

**Job Title:** Seasonal Programs Assistant at Rose Kennedy Greenway Conservancy

**URL:** rosekennedygreenway.org

### ELIGIBILITY
- **Classification(s):**
  - Other
  - Non-matriculated
  - Grad Student 1st year
  - Grad Student 2nd year
  - Grad Student 3+ year
  - Grad Student 3rd year
  - Sophomore
  - Junior
  - Senior
  - Graduate Students
  - PhD.
  - Alumni
  - Mentor

- **Degree Level(s):**
  - Certificate
  - Associate's
  - Bachelor's
  - Master's
  - MBA
  - Ph.D.
  - Other

- **Major(s):**
  - College of Liberal Arts
  - College of Science and Mathematics
  - School for the Environment
  - College of Management
  - College of Nursing & Health Sciences
  - College of Education and Human Development
  - McCormack Graduate School of Policy and Global Studies
  - School for Global Inclusion and Social Development
  - College of Advancing and Professional Studies
  - Center for Social Development & Education
  - Individual Major
  - Undecided
  - Other

- **Required U.S. Work Authorization:**
  - U.S. Citizen
  - Permanent Resident (U.S.)
  - Student (F-1) Visa
  - Employment (H-1) Visa

- **Overall GPA:**
  - 0

### POSITION INFORMATION
- **Job Number:** 2469521
- **Job Posting Date:** 2/17/2017
- **Job Title:** Seasonal Programs Assistant
- **Organization Name:**
  - Rose Kennedy Greenway Conservancy

Our Mission
The Rose Fitzgerald Kennedy Greenway Conservancy is a private, non-profit corporation dedicated to raising broad-based support to ensure standards of excellence in the design, sustainability and use of the Rose Fitzgerald Kennedy Greenway. To secure the Greenway’s future as one of America’s foremost urban parks, the Conservancy will advocate for standards of consistency and excellence in design; manage its operations, working collaboratively to create, finance, promote and coordinate public programs and events; and raise adequate and stable funding to support the long-term sustainability of its public uses.

Our Vision
The Rose Fitzgerald Kennedy Greenway will be a first class urban park where people discover beautiful public spaces, human connections and engaging experiences.

Search Firm Name:

No. of Openings:

Work Schedule:

Hours per Week:

Wage/Salary:

Employment Start Date:

Employment End Date:

Job Description:

Seasonal Programs Assistant

Summer 2017

Rose Fitzgerald Kennedy Greenway Conservancy

The Rose Fitzgerald Kennedy Greenway Conservancy is seeking a highly motivated and reliable individual for a seasonal, full-time position. This is an opportunity to join a dynamic, young organization and learn the key skills required for planning and executing events both large and small in a premier public space, and working with park visitors, families and programming.

The primary role of the Seasonal Programs Assistant is to assist the Programs staff in its daily operations. Responsibilities will include supporting weekly recurring events, setup and breakdown of events, monitoring compliance within the Mobile Eats Food Truck Program and working with the Play Coordinator on play activation within the Greenway Parks.

This is a full-time (5 day/40 hour a week) non-permanent, seasonal position from approximately mid-May to the end of September 2017. The work schedule is typically Tuesday through Saturday and will include at least two evening shifts (12pm - 8pm) a week. This position reports to the Programs Manager.

Responsibilities

The Seasonal will assist in monitoring, organization, and execution of the Conservancy's robust programming calendar. Tens of thousands of people visit The Greenway for great events, exercise classes, interesting markets, food trucks, art, and family programming. In 2016, The Greenway hosted over 400 events and programs, including the Boston Calling Block Parties at Dewey Square, Berklee Concert Series, FIGMENT, the 9/11 Service Project, Sam Adams Bostoberfest and the Boston Local Food Festival. We also produce some events each year including our Greenway Gala, Glow in the Park, the Greenway Food Truck Festival, Truck and Tractor Days, youth group visits, and family programming.

The Seasonal will work in multiple areas over the course of the summer season and they are expected to:

- Work outdoors, handle physical tasks, and conduct work with the utmost professionalism and concern for everyone encountered.
- Provide on-site support for Greenway and third party events, including set-up, support during the event, and tear-down.
- Support the execution of event logistics based on approved event layout and timelines.
- Assist with youth group visits, Ambassador volunteer programs, and family programming, helping to provide information and activities to a range of visitors.
- Interact effectively with third party vendors, Mobile Eats vendors and Greenway Staff to communicate, address, and record compliance issues in need of attention and report them to the Programs Manager.
- Monitor the Greenway's Mobile Eats Program for adherence to the Park Use Guidelines.
- Perform other assigned duties as they relate to event execution and use of the parks.

Logistics

- Reports to the Programs Manager
- The position duration is up to 20 weeks, beginning in May
- This is a paid position with benefits and paid vacation/sick time
- Work will take place both in the Conservancy offices and in the parks
- Work hours are generally Tuesday through Saturday, but may occasionally fluctuate based on event needs; a day off within the same calendar week will be provided in return for any additional workdays

Application process

- Please email (a) one-page cover letter, (b) one-page resume, and (c) 3 references to jobs@rosekennedygreenway.org with subject line “Seasonal Programs Assistant Application.”
- No phone calls, please. Applications will be accepted on a rolling basis.

Applicants are encouraged to send materials soon. Any offer of employment is contingent upon the satisfactory completion of a criminal background check.

**About The Greenway and the Conservancy:**

The Rose Kennedy Greenway is a mile-and-a-half of contemporary parks in the heart of Boston. The Greenway, a roof garden atop a highway tunnel, connects people and the city with beauty and fun. The non-profit Conservancy maintains, programs, and improves the Greenway on behalf of the public and in partnership with the Commonwealth of Massachusetts.


RFKGC is an equal opportunity employer, and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, citizenship, age, disability, military or veteran status, sexual orientation, genetic information, gender identity or expression (including transgender) or any other characteristic protected by law.

**Qualifications:**

**Skills and Qualifications**

- Interest and experience working with the public, including children, volunteers and people from different backgrounds.
- Ability to lift at least 50 pounds, work outside in all types of weather, and kneel or stand for periods of time.
- Results-oriented, self-motivated, detail-oriented, and calm under pressure.
- Superior demonstrated skill in:
  - Communicating, both verbally and written, with a range of audiences
  - Flexibility and responding to unforeseen circumstances;
  - Multi-tasking and prioritization;
  - Working both collaboratively and independently.
- Proficient in Microsoft Office and Gmail.
- Familiarity with Boston and The Greenway a plus
- Must have a valid driver’s license.

**CONTACT INFORMATION**

**Share Contact Information:**

No

**POSTING INFORMATION**

**Job Location Country:** United States of America MA

**Job Location City:** Boston

**Position Eligibility:** Temporary / Consulting

**US Work Authorization Required**

Event Planning

**Job Industry:**

Non-Profit/Philanthropy

**APPLICATION INSTRUCTIONS**

**Application Deadline Date:**

6/1/2017

**Application Instructions:**

Additional Application Document Required?: Yes

**Additional Application Document Description:**

3 references