Job/Organization Information

Job Title: Volunteer and Programs Coordinator at Rose Kennedy Greenway Conservancy
URL: rosekennedygreenway.org

ELIGIBILITY

Classification(s): Degree Level(s):
Non-matriculated Bachelor's
Grad Student 1st year Master's
Grad Student 2nd year MBA
Grad Student 3+ year Ph.D.
Grad Student 3rd year
Graduate Students
PhD.
Alumni
Mentor

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.)
Employment (H-1) Visa

Overall GPA:
0

POSITION INFORMATION

Job Number:
2469520
Job Posting Date:
2/17/2017
Job Title:
Volunteer and Programs Coordinator
Organization Name:
Rose Kennedy Greenway Conservancy
Organization Description:

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:

Rose Kennedy Greenway Conservancy
Title: Volunteer and Programs Coordinator
Type of Position: Full-time, non-exempt
Reports to: Associate Director of Programs
Department: Programs

The Rose Kennedy Greenway Conservancy is seeking a highly motivated and reliable individual for a full-time position as the Volunteer and Programs Coordinator. She will help plan and execute our popular and productive Volunteer Program, which in 2016 engaged almost 900 volunteers in over 4600 hours of service. This position recruits, interviews, schedules and communicates with a wide range of groups and individual volunteers and assists the Programs Department with other events and programs. The Programs Department works with a variety of partners and organizations to host 400+ free public programs a year including festivals, fitness classes, concerts, markets, and events. This is an opportunity to join a dynamic, young organization and help to engage the public with a premier public space.

Responsibilities

Volunteer Program Management
Ensure high-quality, engaging and innovative experiences for volunteers and a beneficial contribution to The Greenway and the Conservancy.
Recruit volunteers to match organizational needs and opportunities. Communicate in a timely and effective manner with a range of contacts.
Manage relationships with corporate groups, local universities and other volunteer partners, including working with the Development Department on volunteer engagement fees and giving.
Manage and deepen relationships with individual volunteers through our Ambassador volunteer programs and other opportunities within the organization.
Oversee operations of Horticulture and Maintenance volunteer events, providing communication, coordination, education, and training. Be present at all Maintenance events and select Horticulture events to provide staffing and leadership support. Communicate effectively with Horticulture staff regarding volunteer needs and event details.
Manage the volunteer database and files, metric tracking, and program evaluation.
Market all volunteer programs, gathering photographs and stories, and managing volunteer eNews, social media, and website pages.

Program Coordination
Become an integrated member of the Programs team, assisting with or taking the lead on certain event series or one-off programs.
Provide on-site support for Greenway and third party events, including set-up, during the event and tear-down on-site, especially at “all hands on deck” matters (e.g., Greenway Gala).
Interact effectively with Third Party vendors and organizations and support event execution and logistics.

Logistics
Work hours are generally Monday through Friday, but flexibility is required to accommodate evening, Saturday, and Sunday shifts (especially between April and October).
Day-to-day schedule will fluctuate but on volunteer project days will be 7:30a-3:30p.
Work will generally take place indoors, but the position will require time in the parks working at volunteer events or programs, especially between April and October.

Application process
Please email the following to jobs@RoseKennedyGreenway.org with “Volunteer and Programs Coordinator” in the subject line. Each file name should begin with applicant’s last name.

one-page cover letter
one-page resume

3 references

https://candidate.gradleaders.com/UMassBoston/Candidates/Authenticated/Jobs/JobPrint.aspx?eq=DvxeK_LFепуI23VWyhwtoNHic4WQ33f2X2Eb9xZJ5e9a4KeReL... 2/4
brief writing sample (a letter or example of effectively summarized information is best, no more than 2 pages) 

No phone calls, please.

About The Greenway and the Conservancy

The Rose Kennedy Greenway, a roof garden atop a highway tunnel, is a contemporary public park in the heart of Boston. The non-profit Greenway Conservancy maintains, programs, finances, and improves the 1.5-mile Greenway on behalf of the public.

In 2016, The Greenway welcomed 1.4 million visitors for its events, Carousel, food trucks, and Wi-Fi, and millions more casually enjoyed the park. The Conservancy has won numerous awards, including for our organic landscape care and park programming.

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

- Bachelor's degree required.
- Minimum 2 years experience in volunteer coordination or program coordination.
- Experience in horticulture or park operations strongly preferred.
- Superior demonstrated skills in:
  o building and maintaining successful collaborations and partnerships;
  o multi-tasking and prioritization;
  o working both collaboratively and independently.
- Excellent written and oral communication skills, including experience with Microsoft Office and databases, public speaking and presenting.
- Ability to anticipate issues, develop solutions, and manage expectations.
- Results-oriented, collaborative, detail-oriented. Positive, high-energy, fun, calm under pressure.
- Commitment to the mission of The Greenway.
- Ability to work outside in all types of weather, kneeling or standing for extended periods of time.
- Valid driver’s license required.

CONTACT INFORMATION

Share Contact Information:
No

POSTING INFORMATION

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

Job Location City: Position Type:
Boston Full-Time Experienced

Position Eligibility: Job Function:
Some Restrictions – see job description Administration
Event Planning
Fundraising & Development
Green
Non-Profit
Office, Administrative and Customer Support
Urban Planning/Policy
Other

Job Industry:
Environment
Non-Profit/Philanthropy
APPLICATION INSTRUCTIONS

Application Deadline Date:
6/1/2017

Application Instructions:

Additional Application Document Required?:
Yes

Additional Application Document Description:
Writing Sample (a letter or example of effectively summarized information is best, no more than 2 pages), 3 references