

Part-Time Communications Assistant

Job Description

Overview:

Save the Harbor is a dynamic and successful nonprofit Boston Harbor advocacy organization made up of thousands of people from across the region. Save the Harbor led the effort to create the Boston Harbor Islands National Park and transformed South Boston's beaches into the cleanest urban beaches in the United States. Save the Harbor is committed to making Boston Harbor, the Islands, our beaches, and our programs inclusive, equitable, diverse, and accessible for everyone and anyone.

Save the Harbor/Save the Bay is seeking a part-time Communications Assistant to support the Communications Manager in maintaining our digital and social media presence, as well as assisting in the communication to our broad community of supporters, partners, donors, program participants and others engaged with our work. This position is for a detail-oriented and personable individual with an interest in communications, social media, and community engagement.

Responsibilities:

Important responsibilities and duties may include, but are not limited to, the following:

- Drafting and scheduling social media posts resonate with Save the Harbor's community and mission.
- Creating visually engaging and on-brand graphics and short-form videos for outreach, marketing, and community engagement.
- Designing and writing emails and collecting content for monthly newsletters.
- Compiling monthly analytics of the organization's website, email database, and social media platforms to create quarterly analytics reports.
- Assisting with promoting Save the Harbor's flagship events such as the Shamrock Splash, Destination Boston Harbor, and other minor events.
- Supporting content updates to Save the Harbor's website.
- Attending and supporting Save the Harbor/Save the Bay events and projects, with occasional evening or weekend hours as required.
- Supporting the organization's photography and visual content needs, including using office-owned photography equipment to capture high-quality content at events, programs, and other activities as directed by the Communications Manager.
- Participate in monthly anti-racism meetings to evaluate organizational best practices, rooted in our commitment to anti-racism within an intersectional framework that also addresses sexism, classism, ableism, and other forms of oppression.

Qualifications

- Excellent interpersonal, writing and verbal skills. Ability to work collaboratively across multiple departments.
- Experience with content marketing, including social media and email, and event marketing.

- Proficient graphic design skills, either with Canva or Adobe Creative Suite.
- Experience with email marketing and platforms such as Constant Contact or MailChimp.
- Experience with Microsoft Office Suite, and Google Suite.

Skills & Knowledge Desired:

- In depth knowledge of Boston's neighborhoods, familiarity with Boston Public Schools and local organizations, and interest in community engagement.
- Interest and/or connection to protecting green and blue spaces and ensuring public access to them, especially for people of color, Queer people, people with disabilities, and people who don't primarily speak English.
- Attention to detail and accuracy in completing tasks.
- Ability to thrive in a fast-paced nonprofit environment, adapting to changing priorities and emerging needs.
- Strong organization and time management skills, with the ability to manage and support multiple projects/tasks and overlapping deadlines.
- Dependability and flexibility in a fast-paced environment.
- Must be able to get to and from community outreach obligations primarily in Boston, but also including Nahant, Lynn, Revere, Winthrop, Quincy, and Hull. Candidates with a vehicle and drivers license are preferred.
- Proficiency in Spanish, Haitian Creole, Mandarin and/or Cape Verdean Creole preferred, but not required.

Terms

- **Position Timeline:** November 16, 2026 to April 30, 2026, with the potential to extend the contract.
- **Hours:** Save the Harbor/Save the Bay expects applicants to be able to commit 20 hours per week to the organization, with occasional evening and/or weekend events. We are flexible on scheduling around classes and other such obligations.
- **Hybrid work environment:** This position is expected to be in-person at our Boston Fish Pier office on Tuesdays and Thursdays.
- **Compensation:** \$21/hour

How to Apply

Please email a resume, two (2) writing samples (short- or long-form samples) and two (2) design samples to cayco@savetheharbor.org with "Communications Assistant Application" in the subject line. We strongly encourage applications from folks who are from Boston, people of color, women, and LGBTQ+ individuals.

Save the Harbor/Save the Bay is an equal opportunity employer. We strongly encourage applications from people of color, women, LGBTQ+ and disabled individuals. We will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law.

Background Check Policy Statement

Save the Harbor/Save the Bay is committed to fostering an inclusive and equitable hiring process. As part of our dedication to safety and transparency, we conduct CORI and SORI background screenings in compliance with state and federal regulations. A CORI-involved history does not automatically disqualify candidates, as we review records on a case-by-case basis, considering the nature of the offense and its relevance to the role. We encourage all qualified applicants, including those with CORI involvement, to apply.

For more information about Save the Harbor's background screening policy, view our statement and full policy at <https://www.savetheharbor.org/get-involved>.

About Save the Harbor/Save the Bay

Save the Harbor/Save the Bay is the region's leading voice for clean water and continued public investment in Boston Harbor, the region's public beaches, and the Boston Harbor Islands. Since 1986, our mission has been to restore and protect Boston Harbor, Massachusetts Bay, and the marine environment, and share them with the public for everyone to enjoy.

Save the Harbor is committed to making Boston Harbor, the Islands, our beaches, and our programs inclusive, equitable, diverse, and accessible to everyone and anyone. We provide free programs, events and create opportunities for people to experience Boston Harbor and our spectacular urban natural resources first-hand, with an emphasis on breaking down barriers of race, language, income and ability. Today, Save the Harbor has:

- Successfully advocated for the completion of the Boston Harbor cleanup, transforming Boston Harbor from a national disgrace into a source of recreational, educational and economic opportunity and civic pride.
- Led the effort to create the Boston Harbor Islands National Park, transforming 34 neglected islands into a remarkable destination for the region's residents and visitors alike.
- Led the effort to virtually eliminate both combined sewer overflows and storm water discharges into North Dorchester Bay, transforming the South Boston beaches into some of the cleanest urban beaches in America.
- Continues to lead critical efforts to increase our understanding of our marine environment and improve water quality and beach flagging accuracy in Boston Harbor, Massachusetts Bay, and on our public beaches from Nahant on the North Shore to Nantasket on the South Shore.
- Leads and manages the Metropolitan Beaches Commission for the Massachusetts Legislature. The MBC is charged with making findings and recommendations on how to improve the Boston Harbor Region's public beaches in Lynn, Nahant, Revere, Winthrop, East Boston, South Boston, Dorchester, Quincy and Hull.



Making Waves Since 1986

www.savetheharbor.org

212 Northern Avenue, Suite 304 West, Boston, MA 02210

Phone: (617) 451-2860

- Strengthens Boston's waterfront neighborhoods and the region's beachfront communities by hosting and sponsoring scores of free events and programs on the region's public beaches from Nahant to Nantasket.

Save the Harbor is committed to making Boston Harbor, the Islands, our beaches, and our programs inclusive, equitable, diverse, and accessible for everyone and anyone, knowing that racism and oppressive systems have prevented that from becoming a reality. Read our full values statement at <https://www.savetheharbor.org/who-we-are>.