



Greenway Volunteer Program

Special Projects Assistant

About the Rose Kennedy Greenway Conservancy

The Conservancy is the designated steward of the Rose Kennedy Greenway, a mile-and-a-half of contemporary parks in the heart of Boston that connect 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.

Overview

The Conservancy is a dynamic and growing non-profit. The successful stewardship and management of the Greenway is made possible by the hard work of our staffs and volunteers. With new ideas and projects constantly surfacing, Special Projects Assistants contribute time and skills in the office and provide invaluable support in assisting daily operations and program development.

We are looking for well-organized people with a range of talents and skills that are passionate about non-profit operations and development. This is flexible position that can often accommodate for volunteers needs and preferences so look forward to a mix of collaborative team work and autonomous independent work.

Responsibilities

Volunteer Office Assistants will work on a variety of projects in various departments, but general responsibilities may include:

- Maintaining files and databases
- Researching program best practices and potential project development
- Analyzing data and trends
- Creating reports and summaries
- Assisting with other projects based on the volunteer's skills and interests

Qualifications

Required

- Excellent communication and organizational skills
- Flexible and hard-working
- Proficient in MS Office
- Commitment to at least 3 hours a week for a period of at least one month
- All volunteers must complete a general orientation and must follow our volunteer policies at all times, including signing a confidentiality agreement
- Must have email and internet access, as this will be the primary means of scheduling and communication

Preferred

- Familiarity with the Greenway and the surrounding community

- Experience working in nonprofits, especially with community outreach and environmental missions
- Proficient in Adobe Creative Suite

Details

This is generally a flexible volunteer assignment and can include a variety of arrangements that meet the needs and skills of the volunteer and their supervisor. There are a limited number of positions available and qualified applicants will be asked to provide a reference and complete an interview.

Accepted applicants will be assigned to a primary supervisor and department. Departments with Special Projects Assistants include Volunteer Programs, Development, Public Programs, Public Art, Park Operations, and Administration. Schedules and assignments will be discussed between the volunteer and the respective supervisor to accommodate needs of both parties. Our office is open Mondays through Fridays, though occasionally projects can be worked on remotely. Computers are available for use at the Greenway offices on limited basis. Our office is located on the 2nd floor of the Massachusetts Department of Transportation building at 185 Kneeland Street, Boston, MA 02111.

The availability of special project work may increase or decrease throughout the year. While we ask volunteers to commitment to at least 3 hours a week for a period of at least one month, there may be times when our needs fluctuate.

Benefits

- Gain experience in non-profit organization and management to support career development or lifelong learning
- Utilize your unique skills to contribute to an impactful public space in Boston
- Be a part of a great team of Greenway staff, volunteers and partners, with the potential for behind-the-scenes access and chances to make professional connections
- Participate in the benefits of the Greenway volunteer program, including a summer Volunteer and Member picnic, a t-shirt, and other training and event opportunities depending on accumulated volunteer hours

Application Process

Positions for this opportunity are limited and there may be times when we are at full capacity. Applications will be accepted and reviewed on a rolling basis and as positions are available.

To apply, please fill out the General Volunteer Application and submit it along with your resume to Keelin Purcell, Volunteer and Education Manager, at volunteer@rfkkgc.org.