



COMMUNICATIONS AND OPERATIONS COORDINATOR

The Stone Living Lab is hiring a Communications and Operations Coordinator. As a member of the Lab’s core staff, the Communications and Operations Coordinator will be responsible for generating engaging and informative content to share the work of the Lab through various outlets, providing operational and administrative support for the Lab, and partnering with team members to collaborate on programs and projects.

About the Stone Living Lab

The Stone Living Lab (SLL) is an innovative and collaborative initiative focused on testing and scaling up nature-based approaches to climate adaptation in Boston Harbor and beyond. We are a unique partnership between government agencies and nonprofits: Boston Harbor Now, UMass Boston School for the Environment, the City of Boston, the Massachusetts Department of Conservation and Recreation, the Massachusetts Executive Office of Energy & Environmental Affairs, the National Park Service, and members of the Massachusetts Tribe at Ponkapoag.

As a “Living Lab,” we bring research into the real world by engaging scientists and the community in collaborative design and exploration. Our work brings us not only along the coastline of Boston Harbor, but into the water itself and out among the Boston Harbor Islands and other locations. Our areas of focus are research and monitoring, education and engagement, policy innovation, and climate preparedness.

For more information about the Stone Living Lab, please visit www.stonelivinglab.org.

About Boston Harbor Now

As a core founding partner of the Stone Living Lab, Boston Harbor Now (BHN) manages the operations, education, communication, and policy efforts of the Lab. As such, this position is based at BHN, along with the Co-Director, Senior Program Manager of Education and Engagement, Education and Engagement Program Coordinator, and seasonal interns and fellows.

Boston Harbor Now envisions a vibrant, welcoming, and resilient Boston Harbor, Waterfront, and Islands for the benefit of everyone. Our mission is to ensure that these unique regional resources are accessible, inclusive, and properly adapted to the risks of climate change.



BHN focuses on **Coastal Resilience, Access, and Equity**. BHN works with public and private partners to increase people’s awareness of and access to parks and public spaces on Boston Harbor through programming, communications, and engagement. The organization serves as the legislated non-profit partner of the [Boston Harbor Islands National and State Park](#) and the City's partner for the Boston Harborwalk and [Moakley Park](#).

Current priority projects include the [Stone Living Lab](#), focused on finding nature-based solutions to sea-level rise, and [Harborwalk 2.0](#), a framework for improving waterfront development on Boston Harbor as well as imagining a bolder vision for the waterfront and islands. Harborwalk 2.0 goes beyond existing regulations in anticipation of building a more resilient and accessible waterfront that is prepared for the coastal impacts of climate change.

For more information about Boston Harbor Now, please visit www.bostonharbornow.org.

About the Position

Reporting to the Co-Director, the Communications and Operations Coordinator will be an enthusiastic communications professional with a track record of developing exciting content. They will collaborate with colleagues to identify communications opportunities to advance the Lab’s goals, bring innovative ideas to highlight the Lab’s work, and support the operational and administrative needs of the Lab. The preferred candidate will be a team player, capable of communicating and working effectively across partnerships and a diverse and growing staff.

The Communications and Operations Coordinator will develop engaging and informative content for the Lab’s website and social media channels (LinkedIn, Instagram, Facebook, and BlueSky), share the Lab’s work through our newsletter and other online and print outlets as well, manage events such as our monthly seminar series, and work with the Co-Directors, researchers, and staff on design work, branding, and photo management. They will also be responsible for operational and administrative support for the Lab, including scheduling and coordinating meetings, file management, project planning and task management, internal budget tracking, and other tasks as needed. The Communications and Operations Coordinator will also partner with the Education and Engagement team to support existing programs, while supporting the development of new programs or partnerships that enhance understanding of coastal climate issues and nature-based approaches.

Approximately 60% of the work in this role will be focused on communications, while approximately 40% of the work in this role will be focused on operations, administrative, and program support.

This is a full-time position, requiring a flexible work schedule. The position is hybrid, with at least three days per week in the Lab's two office spaces in Boston (in Charlestown and Dorchester), and attendance at in-person events. Occasional weekend or evening events, particularly in the summer months, are expected as well.

Responsibilities - Communications

- Develop content for the Lab's website and social media channels (LinkedIn, Instagram, Facebook, and BlueSky)
- Coordinate the production and distribution of newsletters and other online and print communications
- Collaborate with the Co-Directors, researchers, and staff to identify communications opportunities aligned with the Lab's goals
- Support branding and design efforts, including photo management and visual storytelling
- Plan, schedule, and follow-up on the Lab's monthly seminar series
- Ensure communications reflect the needs and perspectives of local partners and diverse communities
- Contribute ideas to elevate the Lab's visibility and impact

Responsibilities - Operations and Administration

- Schedule and coordinate external meetings with partners on behalf of the Co-Directors, and other team members as needed
- Schedule and coordinate internal team meetings
- Take notes and share follow-up emails
- Organize and manage files in shared drives
- Project planning and task management
- Support the team's collaboration through project management software
- Internal budget and program spending management
- Other operational and administrative tasks as needed
- Work closely with the Education and Engagement team to support existing programs and develop new initiatives
- Support the development of new programs or partnerships that enhance public understanding of coastal climate issues and nature-based approaches

Qualifications and Experience

- Experience in communications or journalism, producing content for a wide variety of audience and ages, particularly on climate, scientific, and environmental topics
- Familiarity and experience with social media
- Experience designing flyers, signage, social media posts, etc. (in Canva, Adobe, and other softwares)
- Experience managing a range of operations and administrative projects
- Experience working in collaboration with a wide variety of partners or stakeholders
- Proficiency in Google Suite, including Gmail, Docs, Sheets, Drive, and Calendar
- Familiarity in planning public events and event platforms (e.g. Eventbrite), including outreach and promotion
- Other credentials, traditional and nontraditional, and experience considered and appreciated
- Fluency in another language(s) is a plus

The Ideal Candidate

- Is highly organized and is able to prioritize multiple tasks and establish and meet deadlines
- Is a flexible thinker and able to adapt plans as needed
- Is a positive and enthusiastic collaborator
- Pays attention to detail
- Values creativity, innovation, and many world views
- Believes in the mission of Stone Living Lab and Boston Harbor Now

We recognize that experience can be gained in various ways: lived, professional, volunteer, and other experience. We encourage Black, Indigenous, people of color, people with disabilities, and people with non-dominant gender identities who may not believe they meet all of the described qualifications to consider what they can contribute to Boston Harbor Now and apply.

How to Apply

Please send your resume/CV and cover letter to employment@bostonharbornow.org for consideration. Please use the Subject line “Communications and Operations Coordinator Application (your last name)” in your email. Applications are due August 10, 2025.

It is important to us that the hiring process is accessible to everyone. If you require accommodations to participate in the interview process, please let us know when you apply.

Benefits and Salary

The salary for this position is \$57,000 annually and includes a benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b).

Commitment to Diversity, Equity, and Inclusion

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining diverse individuals at all levels. We don't just accept differences - we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using an equity lens to manage the organization and create spaces for conversations on equity and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now strongly believes that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve. We are an equal opportunity and affirmative action employer.