BOSTON CONSERVATION COMMISSION- TEMPORARY CONSERVATION ASSISTANT- INTERN

PAY: $18 PER HOUR

DURATION: 35 HOURS PER WEEK, APPROXIMATELY 10 WEEKS

START DATE: IMMEDIATE

BACKGROUND: The Boston Conservation Commission protects and preserves open space and other natural areas of the City including wetlands. The Commission administers the Massachusetts Wetland Protection Act (M.G.L c131 s.40), the Massachusetts Rivers Protection Act (HB s. 18.26) and the Conservation Commission Act (HB s. 18.9). The Commission also owns a number of natural, open space properties known as Urban Wilds, and holds several conservation restrictions on various properties within the City.

PRIMARY PURPOSE: Administrative and customer service duties assisting with the operations of the Boston Conservation Commission, and the City of Boston Environment Department; other related work, as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Temporary Conservation Assistant will assist the Executive Secretary of the Boston Conservation Commission.

Duties include, but are not limited to;

Maintain digital and paper office files; Respond to inquiries from the public; provide information on application procedures and deadlines, conservation issues and wetlands; provide information on flood plain management; complete research as directed by the Executive Secretary; take minutes of Conservation Commission meetings; distributes application materials; compiles reports and assists with grant-writing; maintain and update the Conservation Commission website; participate in site visits and inspections; perform similar or related work as required.

SUPERVISION; Works under the supervision of the Executive Secretary for the Conservation Commission, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; provides daily status updates.

WORK ENVIRONMENT; The position is based in Boston City Hall, with some site visits, and the requirement to attend two evening meetings per month.

RECOMMENDED MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE; High school diploma; Associate's Degree preferred; two years of office experience; environmental/conservation experience preferred; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILLS; Knowledge of office practices and procedures; familiarity with the Massachusetts Wetlands Protection Act, environmental and conservation issues. Knowledge of open space, land use, wetland and water resources, floodplain management, and sea level rise is also desired. Ability to communicate planning and regulatory concepts; ability to work as part of a small team, organize time and accomplish tasks with accuracy and attention to detail; ability to learn and follow legal requirements pertaining to public meetings; ability to communicate effectively with the public verbally and in writing. Written and oral communication skills; computer skills; office skills; organizational skills.

TO APPLY: Please email your resume and a cover letter to cc@boston.gov. Applications will be considered on a rolling basis until the vacancy is filled.