

Charles River Conservancy  
Operations and Development Assistant  
March 2017

Mission:

The Charles River Conservancy works to make the Charles River Parklands more active, attractive, and accessible for all. It organizes volunteers to beautify and rejuvenate the Parklands; advocates for advancements to healthy living, public access, and physical parkland improvements and builds awareness about the Charles River.

Organizational Overview:

Dedicated to the stewardship and renewal of the Charles River Parklands from the Boston Harbor to the Watertown Dam, the Conservancy is a citizen-advocacy group with over 30,000 supporters and volunteers, who have worked for 16 years to make the urban Charles River Parklands from the Boston Dam to the Watertown Dam more active, attractive and accessible.

We are well known for the following initiatives:

- Since 2002, over 27,000 Conservancy Volunteers gave back by working a total of 87,945 hours in the urban river parklands, providing a total donated labor value of \$1,824,858!
- The Swimmable Charles Initiative advocates for the return of public swimming to the Charles. CRC successfully held swimming events each year since 2013 and is now working towards a more permanent “Swim-park” in the Charles.
- Advocating for underpasses at three cross-river bridges to make it safer for pedestrians and bicyclists—and maybe you—to use the pathways along the river.
- The Lynch Family Skatepark has been a major capital project converting a brownfields site under the ramps of I-93 into the region’s first public professionally designed and sized Skatepark. In the years since its inception, the area around the Skatepark, known as North Point Park, has transformed beyond recognition from a contaminated industrial wasteland along the river to a lush park with lagoons.

For more information about the Charles River Conservancy, visit [www.TheCharles.org](http://www.TheCharles.org).

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The Charles River Conservancy is seeking a thoughtful, detail-oriented individual to join our organization as the Operations & Development Assistant. The Operations and Development Assistant is an hourly, non-exempt, full-time position (37.5+ hours per week, occasionally requiring early morning, evening, and weekend work) with the responsibilities listed below. This position reports to the Conservancy's Director of Communications & Development.

The focus of this position will be on providing administrative assistance in the areas of development and operations. Applicants should enjoy working with financial data and have a solid ability to summarize information clearly and concisely.

**This is an entry-level position for someone looking to learn the “backbone” of non-profit management and organization while having fun with a small enthusiastic team. A sense of humor, an interest in parks and public spaces, and patience are highly valued.**

Primary Responsibilities:

- Process incoming donations, update donor database, prepare acknowledgment letters.
- Reconcile monthly financial reports and perform general accounting and finance activities under the guidance of our Director and Accountant. This will include assisting with preparation of financial statements expense coding, and review of accounting data.
- Assist with grant proposals and appeal mailings, including detailed revenue tracking
- Payroll.
- Preparation, staff and follow-up for all Board of Director meetings and Committee meetings.
- Act as internal liaison to IT consultants.
- General office tasks such as mail, CRC general email, staff meeting notes, office supplies management, etc.
- Work with Director to update development data and reporting.
- Update database records.
- Event support and staffing.
- Assists President and staff with scheduling.
- Occasionally participate in volunteer events in parklands as needed.
- Misc. other tasks, as needed.

Qualifications:

- Bachelor's degree or equivalent work experience.
- Ability to work both independently and in a dynamic team environment.
- Strong attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Enthusiastic, organized and self-motivated with a sense of humor.
- Good interpersonal skills and flexibility to pitch-in in a small office environment.
- Ability to lift at least 25 lbs.

Applicants **must have working ability** within the following software:

- Mac systems
- Microsoft Word
- Microsoft Excel – ability to create charts and graphs

Preference given to applicants with experience working in:

- Filemaker
- WordPress
- Constant Contact
- Adobe Suite

Please email your resume and cover letter to [crc@thecharles.org](mailto:crc@thecharles.org). Please put 'Operations and Development Assistant' and your first and last name in the subject line.