



**CONSERVATION  
LEGACY**



## **Community Volunteer Ambassador – National Parks of Boston**

**Location:** Charlestown, Massachusetts

### **Position Details:**

Stewards Individual Placements, a program of Conservation Legacy, provides individuals with service and career opportunities to strengthen communities and preserve our natural resources. The Community Volunteer Ambassador (CVA) Program combines the strength of a national leader in conservation service with the National Park Service to train a diverse group of emerging leaders to assist park units in building lasting connections to communities.

The CVA at the National Parks of Boston will be a key member of the parks' volunteer engagement community. The CVA will support science, stewardship and visitor services volunteerism, and shape park communications to broaden the reach of our work. The CVA's service will bridge multiple park teams and partners including the Stone Living Lab, and their work will have a strong emphasis on community engagement.

### **Site Description**

The National Parks of Boston is a constellation of three National Park Service sites – Boston National Historical Park, Boston African American National Historic Site and Boston Harbor Islands National and State Park. Established by individual legislation and designated purposes, the three units have come together as a unified and collaborative organizational structure. Sites associated with the National Parks of Boston include the Bunker Hill Monument, Charlestown Navy Yard, Dorchester Heights, as well as a variety of partnerships along Boston's "Trails to Freedom."

In addition, National Parks of Boston contributes to the stewardship of Boston Harbor Islands and the Black Heritage Trail. To learn more about these three national parks, visit the parks' websites at [www.nps.gov/bost](http://www.nps.gov/bost), [www.nps.gov/boha](http://www.nps.gov/boha), and [www.nps.gov/boaf](http://www.nps.gov/boaf). The volunteer program at the national parks of Boston is as wide ranging as the parks with position in visitor services across multiple welcome centers and Faneuil Hall, stewardship events on the islands, partner organizations aiding in the maintenance of the USS Cassin Young, historical document transcribers, and more.

### **Position Responsibilities:**

- Collaborate with National Parks of Boston partners and staff teams to promote, expand, establish, and facilitate participation in science, stewardship, and visitor engagement volunteer programs
- Conduct volunteer outreach and recruitment in collaboration with the park volunteer coordinator
- Assist with park social media efforts to advance volunteer recruitment and public engagement

### **CVA Minimum Requirements:**

- Skills in using web platforms and social media to engage audiences.
- Ability to work in partnership, on teams, and independently.
- Experience and interest working effectively with youth and volunteers.
- Experience and/or interest in working with urban parks.
- Ability to communicate effectively with people who have difference experiences, perspectives or communication styles.
- Participate in the CVA National Early Service Training in late March/early April 2024 (date TBD)
- Be a U.S. citizen or lawful permanent resident.
- Be 18-30 years old at time of service (veterans up to 35 years old)
- High School Diploma/GED



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- Pass fingerprint-based FBI, state criminal, and a national sex offender checks.
- Be able to provide proof of a driver's license and complete a MVR check
- Must be over 21 years old or have had license for at least 3 years to be insured in this position

### Preferred Qualifications:

- Undergraduate degree or pursuing undergraduate degree
- Local applicants
- Community engagement
- Public speaking
- Familiarity with Adobe InDesign
- Bilingual
- Proficient in Microsoft Office and other platforms used to coordinate complex teams, e.g., Google Drive, Slack, Zoom

### Additional Information:

Housing in the Charlestown Navy Yard

Schedule will include occasional Saturday events

Opportunity to work with diverse partners of the park

### Benefits:

- **\$600/week living stipend.**
- Housing is provided.
- Limited health care/childcare benefits
- The position is eligible for an AmeriCorps Education Award \$6,895.00 (pre-tax) upon successful completion of the program
- \$1,200 in professional development funds for training, networking, conferences, and/or travel.
- Networking opportunities within the National Park Service and partnering organizations
- Public Land Corps Hiring Authority
- Week-long in-person training at NPS site with travel/meal expenses covered.

### How to Apply

Please visit [Community Volunteer Ambassador \(cvainternships.org\)](https://cvainternships.org) to review "Member Positions" by region and find instructions on how to apply.

The CVA position will start on **Monday, January 22nd, 2024**, and run for 48 weeks until Friday, December 20th, 2024. Applicants will need to apply here: <https://form.jotform.com/StewardsIPP/cva-member-application-winter-2024>. Application form requires a resume, cover letter, professional references.

Please ensure your cover letter addresses how your experience aligns with the CVA program, your experience working with diverse populations, and position details for this park/position. You may submit one application for multiple positions by selecting all sites you are interested in.

### Applications Deadline

Applications will be reviewed on a rolling basis. First review will occur in early November. Final deadline is **Sunday, December 10<sup>th</sup>, 2023**.

### For Application Questions:

Please contact Geoff Elliot, Program Director at [gelliot@conservationlegacy.org](mailto:gelliot@conservationlegacy.org)



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*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*