



Position Available
Part-Time Events Assistant
New Bedford & Marion Office
Seasonal – May-July

Background

The Buzzards Bay Coalition Inc. is a private, non-profit membership organization founded in 1987 and dedicated to the protection, restoration, and sustainable use and enjoyment of Buzzards Bay and its 432 square mile watershed. The organization works to improve the health of the Bay ecosystem for all through education, conservation, research and advocacy. We are supported by over 9,500 members in southeastern Massachusetts, Cape Cod and beyond. The Coalition has its headquarters in the Buzzards Bay Center in New Bedford's Waterfront Historic District and a seasonal office in Woods Hole, MA.

Position Description

The Event Assistant will help in putting on the Coalition's signature annual outdoor fundraising events including the Buzzards Bay SWIM and Buzzards Bay Watershed RIDE. Duties include, but are not limited to: participant recruitment, database upkeep, customer service via email and phone, fundraising coaching, and various support tasks and logistical responsibilities including errands, cleaning, sorting, labeling and packing of supplies and equipment.

Qualifications

- High school diploma or equivalent required and at least two years of college preferred
- Ability to interact successfully with a variety of staff, volunteers, and Coalition members
- Must be personable, self-motivated, and work independently and as a team
- Computer skills: Microsoft Office with advanced skills in Word, Excel, and internet/email.
- Database management experience preferred
- Position requires working some weekends
- Because of work with the public, this position is subject to a criminal background check

Work Week and Compensation

This is a part time, temporary, at-will position, commencing on or after May 6, 2019. The hours of this position are variable, based on need, and include some weekend hours. The schedule is expected to be approximately 20 hours per week through mid-July 2019 with a maximum of 10

weeks. Extended hours will be required the week of June 17-22 including the day of the Swim on Saturday, June 22. Two other half-day Saturdays will be required on Saturday, June 8 and Saturday June 16. The position reports to Deborah Hood, Event Manager.

Compensation for this position is \$15/hr. Regular timesheets must be maintained and submitted to the Supervisor every week detailing hours worked and the types of activities performed. No health insurance or other benefits are available.

To Apply

Please send a resume, cover letter, and references via email, to:

Deborah Hood
Buzzards Bay Coalition
114 Front Street
New Bedford, MA 02740
hood@savebuzzardsbay.org

*The Buzzards Bay Coalition is an equal opportunity employer
and actively seeks a diverse pool of candidates in this search.*