



Position Description: Corporate Project Coordinator

Boston Cares partners with nonprofits and schools to expand their impact by mobilizing diverse people to collaboratively address our community's critical needs. Founded in 1991, Boston Cares has mobilized people to provide over 1.3 million hours of service to the Greater Boston community addressing education and economic opportunity gaps, providing basic daily needs, connecting community members, and more. Our primary programs include our Hands At Work corporate engagement services providing customized project management for 60+ companies annually; our signature Calendar program engaging over 4000 individuals in flexible volunteer opportunities; and our Allies for Immigrants program providing English language tutors to immigrants.

The Boston Cares Corporate Engagement Program serves our broader mission through Hands at Work projects. We offer a wide variety of service opportunities and focus on the revitalization, repair, and conservation of community spaces that lack the necessary resources to address these needs on their own. The project tasks can span from painting and beautification, landscaping, and light carpentry, to food preparation, or working with youth in schools and community centers.

These projects are planned and managed by experienced Boston Cares staff. However, we frequently need to supplement staff with trained and confident Corporate Project Coordinators (CPCs) for high-quality, high-impact, and effective days of service. CPCs assist with final preparation for days of service – organizing and packing supplies for on-site and virtual projects – and serve as on-site points of contact for corporate volunteers.

Responsibilities:

Corporate Project Coordinators assist with packing and unpacking for on-site and remote service events. They also serve as secondary staff at on-site projects, supervising volunteers and assisting with event logistics. Corporate Project Coordinators may be promoted to Corporate Project Leader as roles are available and upon demonstration of skills and abilities. Responsibilities include:

- Assist with organizing and packing supplies at Boston Cares' storage space under the direction of full-time Boston Cares staff or Corporate Project Leaders
- Serve as secondary support staff at on-site projects under the direction of full-time Boston Cares' staff or Corporate Project Leaders

Requirements

All CPCs must meet the following requirements to be successful in this role.

- **Flexible weekday availability.** Service projects generally take place during working hours Monday through Friday. During weeks with service events, CPC schedules will vary.
- Available to work in person in Charlestown two 4-hour shifts on Mondays or Wednesday (9am-1pm, 1pm-5pm) on a regular basis
- Able to spend at least 4 hours walking, standing, lifting moderate loads (20-40lbs), benching, stretching and grasping
- 18-years-old or older
- Able to pass a CORI background check
- Willingness to work hard in variable indoor and outdoor conditions



- Reliable access to transportation (public transit or personal vehicle)
- COVID vaccination required per current [Boston Cares policy] (attached)

Desired Qualifications

Candidates who display a strong combination of the below qualifications will be the strongest candidates for this position. We do not expect all candidates to have all the qualifications and encourage you to apply if you meet at least 50%.

- Able to quickly learn hands-on project skills: painting, landscaping, craft projects, and light carpentry
- Strong communications skills to provide direction to volunteers in completing hands-on tasks
- Strong public speaking skills and ability to explain the importance of projects
- Highly organized and enjoys organizing supplies and materials
- Familiarity with basic power tools
- Experience with gardening, carpentry, or painting
- Good attitude and sense of humor
- Ability to comprehend and independently follow oral and written instructions

Benefits

CPCs are part-time Boston Cares employees paid at a rate of \$17/hour. CPCs are expected to work at least 8 hours per week.

To apply, [please complete this brief form.](#)