

**Charles River Conservancy
Visual Resource Coordinator**

Organization Information:

The Charles River Conservancy is a public interest organization founded in 2000 and dedicated to the stewardship and renewal of the Charles River Parklands from Boston Harbor to the Watertown Dam. While advocacy for and education about the parklands are the high priorities, physical improvements and events supplement the Conservancy's efforts. The Conservancy Volunteer program leverages the civic energy of close to 3,000 volunteers annually by holding over 60 events. Other Conservancy efforts include building a skatepark, improving pathways, promote active parklands and more. For more information about the Charles River Conservancy, visit website at www.TheCharles.org.

Position:

The ideal candidate would be able to work 7-15 hours per week **as a volunteer**. This position will report directly to the president, but will also interact with all CRC staff and IT consultant.

Responsibilities:

- Review and organize digital photos currently in various locations and consolidate into one database both chronologically and by topic (ex: trees, bikers, bridges, etc.)
- Review slides and arrange for transfer to digital images
- Shoot images of river and people using parklands
- Develop a PowerPoint presentation that illustrates the history of the Charles River and its urban parklands

Qualifications:

- IT knowledge of photo and visual databases
- Keen interest in visuals
- Photography skills
- Ability to work both independently and in a dynamic team environment
- Highly motivated ; strong attention to detail
- Ability to prioritize tasks and meet deadlines
- Good interpersonal skills

Please e-mail your resume and cover letter to crc@thecharles.org. Please mark "Visual Resource Coordinator" and your initials in the subject line.