



September 3, 2021

# Scope of Work

## Planning + Design Consultant

The Friends of the Mary Ellen Welch Greenway is seeking a part-time Planning + Design Consultant to support the Friends work. The Consultant will focus on supporting the Development Committee to monitor the new real estate developments along the Greenway, attend public meetings, write comment letters, and set up meetings with Developers and City Staff to discuss the developments. The Consultant will work with the Greenway Corridor Consultant on several projects outlined in the Barr Grant.

### Consultant's Scope of Work

#### Planning and Design

- Support the Development Committee to monitor real estate projects along the entire Greenway Corridor, attend public meetings, write comment letters, and set up meetings with Developers and City Staff to discuss the developments
- Support outreach and community engagement for planning and design initiatives for public space improvements
- Support planning, create materials, and staff community meetings and design charrettes for Greenway extensions meetings
- Monitor Climate Ready East Boston and other City Planning initiatives
- Assist with permitting with Boston Parks Department and the Art Commission for special projects

#### Programming, Events, and Council Meetings

- Assist with staffing Greenway programs as needed (e.g. Volunteer days, art installation, community engagement and deployment, bike rides, etc.)
- Attend monthly Greenway Council meetings and take notes at the meetings (Fourth Thursday of each month)
- Attend Board meetings as requested

#### Communications

- Support assembling materials (e.g. eNewsletter into MailChimp)
- Create outreach materials
- Post / Promote Greenway events, and projects status, on social media, etc

#### Qualifications

- Masters, bachelors, and/or background in urban planning or design, landscape architecture, or related field

- Experience with working municipalities, on real estate developments, parks and open space, and/or community nonprofits
- Good project management skills, ideally relating to real estate, design, and/or placemaking.
- Strong skills with Microsoft Suite and Google Docs
- Experience with the Adobe Suite, Social Media, Mailchimp, WordPress are a plus
- Spanish or Arabic skills are a plus for this position

## Details

- Primarily remote work with some meetings and events on site in East Boston
- This contract work does require some evening work and weekends
- 45-55 hours per month at \$50 per hour – up to a total of \$30,000 annually

## To Apply

Send a cover letter, resume, and a writing sample, portfolio, or project sheets. Email the PDFs to [eastiegreenway@gmail.com](mailto:eastiegreenway@gmail.com) by Friday, October 22nd at 5 PM.

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## About the Mary Ellen Welch Greenway

The Mary Ellen Welch Greenway is a recreational open space in East Boston that runs from the historic Jeffries Point Waterfront through the neighborhood towards Constitution Beach and beyond. Residents of all ages use it running, jogging, walking, biking, or just strolling while taking in the historic and ecological beauty of various points along its length. Though the Greenway is part-owned by the city of Boston and in part by Massport, the Friends of the Mary Ellen Welch Greenway, an organization of residents, stewards its use and serves as the stewardship body.

## Friends' Mission Statement

To care and advocate for the use, condition, enhancement, and extension of the Mary Ellen Welch Greenway in collaboration with the community, Boston Parks and Recreation Department, Massachusetts Port Authority, Massachusetts Department of Conservation and Recreation, and other aligned partners.

## VISION

We envision the Mary Ellen Welch Greenway to be a beautiful, inclusive, safe, and dynamic park providing:

- enjoyment through recreation, active transportation, and appreciation of nature;
- equal access to all, with a focus on serving the diverse community of East Boston;
- high quality open space and access to Boston Harbor and coastal environments;
- resiliency to climate change and coastal flooding through green infrastructure;
- connections within East Boston and to neighboring communities to create a regional greenway network;
- and
- education of residents and visitors about the legacy of Mary Ellen Welch and her commitment, to the vision for the Greenway through her dedication to advocacy and consensus in the community