

# Nora Doherty

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## WORK EXPERIENCE

### **Program Manager, Office of External Affairs**

**March 2019 - Present**

*City of Boston Parks & Recreation Department*

- Project manager for the planning and execution of various events and programming throughout the Boston Parks system within the Office of External Affairs, owning event logistics, communications, marketing efforts and event production
- Create marketing materials and copy for events to be used on social media and on the Boston.gov website
- Prepare briefing material, talking points and drafted press releases for Mayor Walsh and the Boston Parks Commissioner for events such as park openings and groundbreakings
- Conceived of and executed a variety of COVID-safe summer events for families throughout the City of Boston

### **Special Assistant & Project Manager for the Chief of Operations**

**March 2017 - March 2019**

*City of Boston, Office of Mayor Martin J. Walsh*

- Supported the City of Boston's Chief of Operations, assisting with various projects
- Assisted in the execution of a variety of renovation projects within Boston City Hall, helping to manage communications between departments, ensuring that projects were delivered on time
- Helped to facilitate the implementation and manage content for a new digital signage program throughout City Hall, using various digital marketing tools
- Managed the Mayor's Office Summer Internship program for two summers, interviewing over 50 applicants, ensuring that all candidates were onboarded, oriented, and assigned to a department of interest, while also programming various events throughout the summer to provide professional development opportunities for our interns
- Assisted event coordinators in the execution of a variety of large-scale Mayoral events including Mayor Walsh's State of the City Address (2016, 2017) and the 2018 Inauguration, assisting with event logistics including ticket distribution, seating arrangements, volunteer organization, script writing and general event production
- Assisted in launching various donation drives within City Hall, including the Help for Houston donation drive, the Mayor's Office toy drive, and the One Boston Day sneaker and blood drives, communicating and coordinating between internal and external partners
- Assisted with production of *City Hall*, an award winning documentary film about Boston City Hall by Oscar-winning director Fred Wiseman, creating a film schedule, and coordinating filming logistics
- Launched and maintained content for the @CityHallBoston twitter account, a satirical twitter account meant to give a voice to one of Boston's most controversial buildings
- Videographer/production assistant for regional Emmy-nominated news short capturing the creation and installation of the Boston Marathon bombing Memorial

### **Advance Coordinator, Scheduling & Advance Department**

**Sept. 2015 - March 2017**

*Office of Mayor Martin J. Walsh*

- Owned event logistics and staff support at Mayor Walsh's daily events and appearances, coordinating with multiple internal and external contacts to ensure the smooth execution of the mayor's schedule, making sure to anticipate problematic scenarios to avoid complications
- Prepared daily briefing materials as needed, gathered talking points and conducted site walk throughs to ensure the seamless execution of events and appearances
- Responsible for briefing the Mayor and his traveling team upon arrival at events

### **Community Organizer**

**April 2015 - July 2015**

*Boston 2024*

- Engaged neighborhood leaders and residents in an ongoing conversation about Boston's bid to host the 2024 Olympic Games, identifying and organizing volunteers and supporters in various neighborhoods throughout Boston
- Organized volunteers to attend various sporting and cultural events throughout the City, coordinating all logistics and staffing needs for each event while creating social media content to promote Boston's bid

### **Traffic Coordinator**

**Jan. 2015 - April 2015**

*KHJ Brand Activation*

- Assisted the Traffic Manager with the scheduling, processing and routing of all technical documents and marketing related materials for various clients, acting as the liaison between different departments, clients and outside vendors ensuring efficient and timely project processing

**Administrative Associate****June 2014 - Jan. 2015***KHJ Brand Activation*

- Supported staff in all facets of daily business by answering and appropriately directing incoming calls, shipping and receiving mail, maintaining the calendar for conference meetings using Microsoft Outlook, along with general office maintenance and upkeep, assisting account associates with various projects as needed

**Assistant to Inaugural Coordinator****Dec. 2013 - Jan. 2014***Mayor Martin J. Walsh Inaugural Committee*

- Served as assistant to the Inaugural Coordinator
- Owned event logistics including ticket distribution and seating arrangements, and provided on-site assistance at Inaugural events

**Intern****Summer 2012***Massachusetts Democratic Committee*

- Volunteered on Elizabeth Warren's Senatorial campaign
- Responsible for phone banking and door knocking, with the goal of engaging undecided and/or Democratic voters about the campaign

**EDUCATION****Boston University**, Boston, MAGraduated **Spring 2019***Master of City Planning***Fordham University**, Bronx, NYGraduated **May 2013***Bachelor of Arts in English**Junior Semester abroad, University of Melbourne***Newton Country Day School**, Newton, MAGraduated **June 2009****Recipient, Scholar-Athlete Award****SKILLS**

- Excellent interpersonal skills with the ability to communicate effectively verbally and in writing
- Strong organizational and problem-solving skills with the ability to manage multiple priorities simultaneously
- Proficient in Microsoft Office, Google Suite, Canva and Social Media platforms such as Twitter, Instagram, Facebook, Hootsuite and Tweetdeck.