



## The Boston Project Ministries LevelUP Life Coaching Program Coordinator

### **The Organization**

The Boston Project Ministries [TBPM] is a non-profit Christian community development organization, which engages and equips neighbors, volunteers, and congregations to build strong communities characterized by God's shalom.

### **Program Description**

The LevelUP Life Coaching Program provides up to 20 youth between the ages of 14 – 20 with the opportunity to connect with a caring adult who will help them build the skills to transition successfully from adolescence to adulthood. Coaching is a way to support a young person by actively listening and helping them identify and implement practical building blocks for growth. The Coach and mentee develop a personalized pathway and set goals in 4 of 8 life development areas that can be achieved during the 9-month coaching period. Building trust is key to the coaching relationship, and we provide events and resources to foster Coach-Mentee relationship building. Volunteer coaches are trained in knowledge and skills to proficiently coach a young person.

### **Position Description and Supervision**

The LevelUP Life Coaching Coordinator is responsible for the implementation of this youth and volunteer program with key roles described below. This is a part-time position requiring approximately 10-15 hours per week. The work schedule is flexible and will require some weeknight meetings and weekend events (often when teenagers and adult volunteers are available).

The LevelUP Program Coordinator is supervised by Christian Grant, Youth Program Manager.

### **Roles and Responsibilities**

1. Advertise and promote the LevelUP Life Coaching program
2. Recruit, screen, and select Coaches and youth for the program from our primary geographic areas of Dorchester, Mattapan, and Roxbury; facilitate the matching process
3. Develop and present training workshops for Coaches and youth
4. Facilitate a professional learning community amongst Coaches
5. Conduct monthly one-on-one check-in calls with Coaches
6. Plan and implement Coach/youth bi-monthly fun, connection events
7. Maintain communication with coaches and youth, including scheduling for workshops/events
8. Develop partnerships with faith and community groups to advance program & participant success
9. Be available for troubleshooting and assistance to program participants
10. Collect, organize and report on evaluation data
11. Potentially implement a new Cloud-based mentoring app

### **Skills and Key Qualifications**

- Ability to manage a program balancing both the big picture and the small details
- Familiarity with mentoring programs and coaching best practices; with a strong emphasis on diversity, equity, and inclusion practices
- Skilled communicator able to lead workshops, learning communities, and one-on-one meetings
- Ability to develop workshops, document activities, and manage data to be shared with others
- Technology savvy including use of Zoom, presentation software, social media, and Google suite.
- Must demonstrate integrity, honesty, and transparency in character and work

**Compensation**

This is a part-time non-exempt, hourly position with a pay rate based on experience. This position is not eligible for The Boston Project Ministries' health and dental benefits.

If interested, please submit a cover letter and resume to:

Paul Malkemes, Executive Director, [paul@tbpm.org](mailto:paul@tbpm.org), 617-797-9529.



**LEVEL UP**  
LIFE COACHING