



**The Boston Project Ministries
Artists in Action Program Coordinator
(Full-Time, Seasonal)
Job Description**

The Organization

Mission: 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. We are located in the Talbot-Norfolk Triangle [TNT] neighborhood in Dorchester's Codman Square section of Boston, serving the 600+ families in our 14-streets. We run a host of relational-based Youth & Family programs from our Neighborhood Ministry House, including leadership development programs, teen employment, youth Bible studies, and a summer park program. We also provide capacity-building support to local civic associations, public health efforts, green space, and public art efforts. Finally, we assist homeowners, seniors, and partner organizations by mobilizing 200+ volunteers a year in community improvement projects and serving families. Together, these initiatives are leading to individual and community transformation.

Program Description

The Artists in Action is a six-week summer program that employs youth (ages 15-19) to work on creative art, place-making projects that engage community children, youth, and older residents. This program brings together the visual and performing arts as a strategy to promote shalom (peace, justice, healing, wholeness) in the community. Youth will work alongside professional artists to create visual art pieces (murals, benches, tile mosaics) and performances (spoken word, step, etc.) that express young people's unique perspectives. The Artists in Action may also teach art to children one day per week and work alongside other youth teams, enhancing their program messaging. The Artists in Action will be responsible for planning The Big Event, our summer closing showcase attended by 250-300 neighbors.

Position Summary

The *Artists in Action Coordinator* leads a team of 6-8 youth employees and manages community art projects (visual and performing). In addition to other duties, the Program Coordinator will participate in job-readiness training to equip youth with workplace and career skills. The Coordinator's position is full-time, approximately 35-40 hours weekly, of which teenagers are employed for 25 hours weekly. The Coordinator reports to The Boston Project's Youth Program Manager.

Key Accountabilities

The Artists in Action Program Coordinator is responsible for the Key Accountabilities listed below:

- Serve as a role model and cultivate positive, supportive relationships with youth employees
- Focus on achieving both youth and community program outcomes
- Review, contribute to and teach program curriculum
- Provide leadership for all Artists in Action activities, including planning and executing events, activities, or projects and presentations that involve visual or performing arts
- Serve in a supervisory role (providing daily work direction) for 6-8 youth employees
- Evaluate employment experience with teens at the beginning, mid-and end of summer
- Enforce discipline procedures when necessary
- Act as on-site point person with partner organizations
- Ensure off-site safety on field trips with youth participants
- Approve youth timesheets daily
- Assist with program photo and video documentation
- Collaborate with other Boston Project Summer programs
- Assist as requested in completing any grant reporting for designated program areas
- Participate in staff meetings and debriefings to evaluate and make program improvements
- Other duties and program assignments as necessary

Key Qualifications

- **Strong preference for a candidate with experience in the visual and performing arts** (murals, sculpture, drawing, dance, step, spoken word, song, etc.).
- Experience working with teens, particularly in a supervisory role
- Skills to facilitate a program virtually using Zoom and other technology tools
- Background in teaching and lesson planning
- Project management skills - the ability to plan and execute a project from start to completion
- Willingness to work outdoors in all weather conditions and engage in physical labor
- Ability to work professionally with partners (parents, organizations, residents, funders, etc.)
- Ability to multi-task, move at a quick pace and work on a team.
- Previous experience working with youth in a multi-cultural setting a plus

Compensation: This is a seasonal non-exempt position with a beginning pay rate of \$17.50 per hour.

Hours: Monday through Friday; 8:30 AM-5:00 PM with a 30-minute unpaid lunch break daily. Some Wednesday evenings.

Dates: June 14, 2019 – August 14, 2021 (9 weeks; 6 weeks of programming). Possibility of an additional week in August, if available.

To Apply: visit www.tbpm.org/summerstaff. No application deadline. Position contingent upon securing funding sources.

Contact Christian Grant, Youth Program Manager, with questions: christian@tbpm.org or 857-302-0536.