



**The Boston Project Ministries
Communications 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.

Position Description

The Communications Coordinator is responsible for capturing The Boston Project's summer programs via photography and videography. He/she will work closely with the Executive Director, Youth Program Managers, and the Social Media Coordinator to be effective storytellers of all the great work happening in our community and through The Boston Project Ministries.

Key Accountabilities

The Communications Coordinator will accomplish these Key Accountabilities listed below:

- Plan and execute daily photography and videography goals
- Manage the organization of photos and videos on google drive, select best pics
- Work with Social Media Coordinator for regular postings on social media
- Assist summer programs with capturing photos and videos for team projects
- Assist with developing short videos showcasing the organization's work
- Participate in staff meetings and debriefings with the team
- Other duties and program assignments as necessary

Key Qualifications

- **Strong preference for a candidate with experience in photography and videography**
- Experience with Adobe Creative Suite photo and video editing software
- 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
- A vehicle or bicycle to quickly move between locations in a the community

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