



**The Boston Project Ministries
Mental Health Ambassadors 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 Mental Health Ambassadors (MHA) is a peer leadership and career-readiness program that addresses this mental health crisis through youth-led education, resources-sharing, innovative self-care workshops, and city-wide coalition building. Core participants in turn reach hundreds of youth, parents, and community residents through their initiatives.

Visit our website to learn about the program: <https://www.tbpm.org/youth/mental-health-ambassadors/>

Position Summary

The Mental Health Ambassadors Coordinator leads a team of 6-9 youth employees (ages 15 – 19) in targeted mental health promotion projects during the summer. 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

Mental Health Ambassadors Coordinator will be 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 MHA 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 6-9 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 a foundational knowledge of mental health**
- 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 \$18.50 per hour.

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

Dates: June 13, 2022 – August 12, 2022 (9 weeks; 6 weeks of programming). Possibility of an additional week through August 19, if available.

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

Contact Ahnastasia Kielar, Youth Program Manager, with questions: ahnastasia@tbpm.org or 781-839-9143.