



The Boston Project Ministries Design and Marketing Coordinator

The Organization

The Boston Project Ministries (TBPM) is a non-profit Christian community development organization, which equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom. We apply community-building strategies that include strengthening youth and families, developing leaders, and multiplying community collaborations that result in a more eco-friendly, healthy, safe, connected, and economically empowered neighborhood. Our work is anchored out of a Neighborhood Ministry House in Boston's Dorchester neighborhood, which residents utilize as a safe haven, gathering place, resource center, youth hub, and centralized location for volunteer engagement and community organizing.

Position Description

The *Design and Marketing Coordinator* is responsible for raising the visibility of The Boston Project Ministries in the community and the Greater Boston region, and with donors, volunteers, and church partners. The Coordinator has a broad set of responsibilities including implementing brand identity, graphic design for both print and digital media, managing photography and videography projects, social media and website content management, and developing merchandise. The Coordinator will work closely and collaboratively with the Executive Director and staff to communicate events, opportunities, and to be compelling storytellers of the good work happening in our community.

This is a part-time position requiring 8-12 hours per week. The schedule is flexible but best suited for a person who can work these hours over 1 to 3 days. Occasional weeknight or weekend events may occur. A hybrid work option (home/office) is available. A COVID vaccination is required. The *Design and Marketing Coordinator* is supervised by the Executive Director.

Key Accountabilities

- **Branding:** Work to implement the brand identity of the organization.
- **Digital channel ownership:** responsible for social media, email marketing, and other digital development and deployment processes end-to-end, including strategizing, creating, scheduling, monitoring, and reporting.
- **Content creation:** Develop graphics, content and marketing materials (digital/print) for newsletters, reports, emails, and programs that are reflective of the organization's brand identity.
- **Photography and videography management:** Provide support in overseeing and managing photography and videography projects.
- **Website management:** Work with Website Designer to keep the website updated and on brand.
- **Merchandise:** Design TBPM specific merchandise and promotional materials.

- **Additional duties:** Provide assistance to staff with program specific marketing and communication projects.
- Attend staff meetings and other internal and organizational meetings as required.

Key Qualifications

- Advanced skills in graphic design and the ability to bring a vision to life
- Experience with Adobe Creative Suite, Canva, photo and video editing software
- Experience in social media management
- Familiar with WordPress
- Able to communicate with diverse groups of people within the Christian Faith community in both urban and suburban settings
- A flexible person who can work with a detailed-oriented, strategic Executive Director
- A self-directed individual with a strong sense of ownership and integrity in character and investment in work
- Pluses: Bi-lingual in Spanish or Haitian Creole and/or lives in the Mattapan or Dorchester area
- 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, dental, and retirement benefits.

*If an applicant has their own small business, we are open to discussing this as a contract position within your business model.

To Apply:

If you have questions or would like to apply, please send your resume, a cover letter, and a portfolio of your work (either as an electronic PDF document or link to an online location) to:

Paul Malkemes • paul@tbpm.org • 617-797-9529
<https://www.tbpm.org/>

Rolling interviews for qualified candidates until the position is filled.