



**The Boston Project Ministries
Mental Health Ambassadors Program Coordinator
Part-Time; 20-25 hours per week
Job Description**

The Organization

Boston Project Ministries is a non-profit, faith-based community development organization that equips neighbors, volunteers, and congregations to build strong communities characterized by God's shalom.

Mental Health Ambassadors - Program Description

The Mental Health Ambassadors (MHA) is a peer leadership and career-readiness program that addresses the mental health crisis of Black and Brown teenagers through education, resource-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. This year-round program has a school year and summer leadership cohort and supports up to 20 youth as program participants.

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

Program Coordinator - Position Summary

The Mental Health Ambassadors Program Coordinator leads a team of 6-10 youth employees (ages 14 – 19), including a teen Assistant Coordinator, in mental health education and community mental health initiatives. The Program Coordinator is a key position that connects students, BP staff (and additional programs), and mental health partners to help advance our program's goals. In addition to a strong focus on youth development, team building, and job-readiness training, there is a strong emphasis on the Program Coordinator establishing external partnerships wherein MHA becomes more well-known and connected in the city. We are exploring the possibility of hosting an inaugural Youth Mental Health Summit in spring 2023.

In our youth program structure, Mental Health Ambassadors will also partner with two new Boston Project program initiatives; our Wednesday Artist Lounge and our Saturday Middle School programs. The MHA Program Coordinator will collaborate with the Arts & Middle School Program Coordinator to bring mental health programming to other high school and middle school-age students.

The MHA Program Coordinator position is part-time during the school year, approximately 20-25 hours a week. During the summer, there is the opportunity to move to full-time work from mid-June to mid-August. The MHA Program Coordinator reports to the Youth Program Manager and/or Executive Director.

Roles and Responsibilities

Program Development

1. Annually review MHA outcomes, goals, and objectives with the Executive Director and Youth Program Manager.
2. Review the existing MHA curriculum and develop lessons needed for new topics or lesson gaps.
3. Maintain an MHA Program Handbook with all lessons and activities.
4. Coordinate the MHA Program Calendar, including scheduling content and activities with new and existing partners (e.g., self-care activities, field trips, guest speakers, etc.)
5. Contribute to MHA program evaluation

Program Coordination

1. Facilitate MHA sessions, including mental health lessons, team bonding, personal reflections, workforce readiness training, leadership development, and youth-led initiatives (e.g., workshops, Real Talk, community tabling, and MHA presentation events)
2. Supervise and empower the teen Assistant Coordinator in specific leadership roles during MHA sessions
3. Work with the Arts & Middle School Youth Program Coordinator to guide MHA youth in the planning and implementing the weekly Artist Lounge (Wednesday) and monthly Middle School Saturdays sessions (Real Talk for Middle School, Art Therapy, etc.).
4. Ensure all data is collected throughout the program (Massachusetts Work-Based Learning Plan, Boston Beyond data tools, program surveys, and group exit interviews). This may include modifying existing or creating new data collection tools.

Program Outreach & Partnerships

1. Build partnerships with youth organizations, community members, mental health practitioners, and elected officials advancing teen mental wellness.
2. Participate with MHA youth in City Councilor Mejia's Mental Health Council.
3. Achieve annual program goals of providing a number of MHA activities at other youth organizations.
4. Work with a team to plan the inaugural Boston Youth Mental Health Summit in spring 2023.

Additional Responsibilities

- Serve as a role model and cultivate positive, supportive relationships with youth employees.
- Help in the interview and hiring process of youth employees (fall, spring)
- Promote Boston Project values and culture and enforce discipline procedures when necessary
- Ensure off-site safety on field trips with youth participants
- Approve youth timesheets weekly
- Assist with program photo and video documentation
- 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

- Background in teaching and lesson planning
- Project management skills - the ability to plan and execute a project from start to completion
- Event planning experience, large event planning experience a plus
- Ability to work professionally with partners (parents, organizations, residents, funders, etc.)
- Ability to multi-task, move at a quick pace, and team-oriented personality.
- Previous experience working with youth in a multicultural setting is a plus.

Compensation:

This is a part-time, non-exempt, hourly position. Hourly rate commensurate with experience. Pay range is \$20-\$25 per hour, plus pro-rated paid time off and holidays. Health and dental benefits are not available for this position.

Hours:

Mental Health Ambassador program hours (2022-2023 School Year):

Tuesday and Wednesday; 4:30 PM- 7:00 PM, Saturday 10:30 AM- 3:30 PM.

Additional 10-15 hours/week on program development, event planning, and partnership building.

Dates:

School Year: October 1, 2022 – Friday, June 2, 2023.

Optional Summer: June 3, 2023 - late August 2023.

To Apply: Please submit your resume and a cover letter explaining your interest and why you are a match for this position.

Send your application and cover letter to info@tbpm.org.

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