



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

The Organization

The Boston Project Ministries is a non-profit, Christian community development organization that equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom. We are located in Dorchester, and we have 28+ years of experience in youth programming, community organizing, and volunteerism.

Program Description

The Artists in Action is a six-week summer program that employs youth (ages 14-18) as artists and activists in their community. 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 expresses both young people's unique perspectives, and tells the intergenerational story of the neighborhood. Throughout the summer, Artists in Action may also collaborate with other youth teams as well as teach art to children in our community park program. The Artists in Action will be involved in planning The Big Event, our summer closing showcase attended by 250-300 neighbors.

Visit our website to learn more about the program: <https://www.tbpm.org/youth/artists-in-action/>

Position Summary

The *Artists in Action Coordinator* leads a team of 7-9 youth employees, including one Peer Leader. The Coordinator manages partnerships with local artists and organizations, and manages community art projects (visual and performing). In addition to other duties, the Program Coordinator will assist the Youth Program Manager 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
- Creating weekly lesson plans that 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 7-9 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 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 multitask, move at a quick pace and work on a team.
- Preferably a candidate with previous experience working with youth in a multicultural setting

Compensation: This is a seasonal non-exempt position with a pay rate of \$19.00-\$21.00 per hour.

Hours: Monday through Friday; 8:30 AM-5:00 PM with a 30-minute unpaid lunch break daily. Occasional evenings. The Big Event is Wednesday evening, August 14, 2024.

Dates: June 10, 2024 – August 16, 2024 (10 weeks; 7 weeks of programming).

To Apply: visit <https://www.tbpm.org/jobs/>. No application deadline until position is filled.

Contact Amber Jogie, Youth Program Manager, with questions: amber@tbpm.org or 508-964-2009.