



**The Boston Project Ministries
Photography & Videography 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.

Position Description

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

Key Accountabilities

The Communications Coordinator will accomplish these responsibilities listed below:

- Plan and execute daily photography and videography goals
- Manage the organization of photos and videos on google drive, select best pics/videos
- Work with Design and Marketing 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/or 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 multicultural setting is a plus
- A vehicle or bicycle to quickly move between locations in the community

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.