



Artists in Action Program Coordinator Job Description

The Organization

Boston Project Ministries (BPM) is a non-profit, Christian community development organization that equips neighbors, volunteers, and churches to build strong communities characterized by God's shalom.

Program Description

Artists in Action is a seven-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 grow in their artistic abilities as they work alongside professional artists to create visual art pieces (murals, benches, tile mosaics) and performances (spoken word, step, singing, etc.) that expresses both young people's unique perspectives, and highlights the strengths of our community. Throughout the summer, Artists in Action may also collaborate with other teams as part of our *Art As Healing* initiative, and assist in organizing community art events (Family Fun Nights). The Artists in Action will have a significant role 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 8 youth employees in learning about and developing art and events that impact the community. The Coordinator will teach lessons, facilitate hands-on art projects, and help youth discover and grow in their own artistic interests. The Coordinator works with Boston Project's leadership team to facilitate engagement with local artists and arts organizations resulting in art that promotes shalom in our community.

In addition to other duties, the Program Coordinator will assist the Summer 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 Summer 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 8 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.).
- Preference for a candidate with event planning skills
- 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 12, 2025.

Dates: June 9, 2025 – August 15, 2025 (10 weeks; 7 weeks of programming).

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

Contact Jazmin Monterroso, Operations Manager, with questions: Jazmin@tbpm.org or 617-962-9905.