



Mental Health Ambassadors 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

Mental Health Ambassadors (MHA) is an introduction to employment, mental health awareness, and peer leadership for 12 BIPOC youth, aged 14-16. The primary goal of the MHA program is to develop foundational knowledge of mental health, emotional literacy, and self-care strategies, alongside peer leadership and workforce readiness skills.

Central to the program is a six-week, 12-hour Mental Health First Aid training led by Dr. Gayl Swaby, complemented by workshops, guest speakers, and group discussions. These activities aim to deepen participants' understanding of mental health issues like anxiety, depression, and the impact of systemic racism and social inequities.

The program emphasizes self-care and coping strategies, with regular workshops that explore culturally sensitive practices such as art, nature, and exercise. Daily self-care practices, weekly journaling sessions, and group discussions further reinforce these skills, helping youth recognize and manage their emotions while empathizing with others.

MHA participants will collaborate with Mental Health Pioneers (MHP) to create educational materials and lead mini-trainings for middle schoolers. They will manage resource tables at BPM teen nights, conduct peer surveys, and engage in community advocacy efforts to raise awareness.

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

Position Summary

The Mental Health Ambassadors (MHA) Program Coordinator leads a team of youth employees (ages 14-18) in targeted mental health projects. The Program Coordinator is primarily responsible for facilitating daily program activities for MHA youth, including team building, program facilitation and instruction, and outreach activities.

In addition to other duties, the Program Coordinator will participate in job-readiness training to equip youth with workplace and career skills. The Coordinator's position is full-time, approximately 35-40 hours a week, of which teenagers are employed for 25 hours a week. The Coordinator reports to the Summer Youth Program Coordinator.

Key Accountabilities

Mental Health Ambassadors Coordinator will be responsible for:

- 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
- Collaborate with Senior Program Coordinator to review and contribute to and teach program curriculum
- Provide leadership for all MHA 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 6-9 youth employees.
- Foster leadership development in all youth employees
- Evaluate employment experience with 5-7 MHA Youth employees 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 MHA 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 a foundational knowledge of mental health**
- 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 \$20.00-\$22.00 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 the position is filled.

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