



## **Photography & Videography Communications 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.

### **Position Description**

The Communications Coordinator is responsible for capturing The Boston Project's summer programs via photography and/or videography. We are looking for **non-profit marketing photos and videos**. 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 the Executive Director 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, Canva, and video editing software
- Ability to multitask, move at a quick pace, and work with 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 \$20.00-\$24.00 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](mailto:Jazmin@tbpm.org) or 617-962-9905.