



Jack's Urban Meeting Place

*Creating an environment for inspiring human potential*

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## **POSITION | Creative Content Design Coordinator**

The Creative Content Design Coordinator works collaboratively with all JUMP team members to build and sustain a strong team culture at JUMP that supports the JUMP mission. Reporting to the Community Engagement Director, this individual is responsible for designing and developing creative marketing materials and promotional collateral for JUMP, including billboards, program guides, e-newsletters, flyers, signage, specialty advertising items, videos, photography, and other marketing materials as needed. This individual is responsible for capturing and creating content for social media, the JUMPotron, kiosks, and signage players throughout the site.

### **DUTIES & RESPONSIBILITIES**

- Create marketing materials and content that promote JUMP's brand, image, and mission for print, website, signage, and social media.
- Work collaboratively with all JUMP Team members to provide content for various marketing and promotional materials, and consistently review JUMP's brand identity to ensure consistent and creative content and design.
- Update content on JUMP's CMS website as necessary to remain current and engaging.
- Design eye-catching billboards that are inspirational and promote JUMP's special activities and/or collaborations.
- Manage the billboard and JUMPotron schedules and timelines; this includes responding to community inquiries and reviewing design/artwork with the Community Engagement Director prior to approval.
- Update and maintain a detailed archive of photos, brand images, marketing materials, and other JUMP artwork.
- Provide technological and administrative support for the printer, manage large print jobs, and maintain a current log of printed projects.
- Maintain a marketing/graphics design expense report.
- Design and order specialty advertising materials including JUMP team apparel and add new team members to our "Passion Wall".
- Support and assist with all JUMP-related programs, activities, and events in addition to the marketing responsibilities.
- Update Curating Curiosities artist content monthly or as needed.
- Support JUMP Experience design requests as necessary.
- Work with the JUMP team to develop clever and engaging guerilla marketing strategies.
- Collaborate with the social media team to cross-promote current programs and activities.
- Work collaboratively with the AV Coordinator & Content Capturer and Studio Coordinators to maintain updated content for the kiosks.

## REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Two years graphics design or related experience
- Experience using Microsoft Word, Excel, PowerPoint, Adobe InDesign, Illustrator, and Photoshop.
- Ability to work collaboratively as a team member with a diverse group of individuals.
- Possess the ability to juggle multiple projects at once and prioritize effectively.
- Ability to work well in stressful situations with critical deadlines.
- Excellent communication (both verbal and written), presentation, and time-management skills.
- Remain current with technology and trends in the graphic design industry.

## PREFERRED QUALIFICATIONS

- Experience using JavaScript, HTML, CSS, or other
- Experience with PHP or other languages
- MySQL or other database knowledge
- Editing experience with Adobe After Effects or similar editing software
- Associate's Degree in Marketing, Graphic Design or similar field.
- Four years of related experience.
- Experience using Microsoft 365.
- Experience in or knowledge of non-profit organizations.

**TO APPLY | Please submit a current resume and cover letter along with a completed JUMP application to [careers@jumpboise.org](mailto:careers@jumpboise.org) with the position title in the subject line. Resumes without a completed application may not be reviewed for employment. If you have any questions or comments, please email us [careers@jumpboise.org](mailto:careers@jumpboise.org).**

## DISCLAIMER:

JUMP is a start-up nonprofit organization; consequently, the job description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.