



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



POSITION | RENTALS COORDINATOR

POSITION DESCRIPTION

The Rentals Coordinator works collaboratively with all JUMP team members to build and sustain a strong team culture at JUMP that supports the JUMP mission. This person will assist overall operation of the rentals by meeting with potential clients to discuss room selection, audio/visual services, and room set-up. Reporting to the Rentals Manager, this person is responsible for coordinating day of services for rentals such as facility set-up/break-down, catering, other third-party vendors, special requests, and event security.

DUTIES AND RESPONSIBILITIES

- Provide timely and accurate communication to customers, fellow team members, and third party vendors.
- Meet with potential clients to discuss event requirements.
- Provide event support by assisting with planning, scheduling, and coordination. This includes, but is not limited to, booking spaces, creating and revising layouts, and reserving audio/visual equipment as needed.
- Assist with negotiating, preparing, and organizing event contracts as needed.
- Ensure all contract requirements are met and upheld by both parties.
- Acquire appropriate permits, proof of insurance and past rental history from each client.
- Collaborate with catering team to determine logistical needs and ensure quality.
- Work with Facilities, Security, and AV Manager to ensure room layouts are correct and AV equipment is operating properly.
- Verify supporting documentation for all rental applications including insurance requirements, deposit payments, and signatures for contracts.
- Coordinate and schedule rental content/media for signage players.
- Schedule and conduct tours for potential rentals.
- Assist Rentals Manager as necessary.

RENTALS OPERATIONS

- Oversee set-up and break-down of tables, chairs, AV equipment, and other event components as needed.
- Work with catering and other third party vendors to ensure quality and timeliness of service.
- Ensure all events run in a successful and efficient manner.
- Provide program support and logistical needs.
- Occasional lifting and maneuvering of heavy carts and equipment.

REQUIRED QUALIFICATIONS

- High School Degree or equivalent.
- Minimum of three years of related experience.
- Organized, driven, energetic, and goal-oriented.
- Enjoy working in a fast paced, high energy, and positive environment.
- Ability to work calmly and effectively in stressful situations.
- Communicate and work effectively with a diverse group of individuals.
- Willing to work nights, weekends, and split shifts as needed.
- Ability to work in an entrepreneurial environment.
- Proficient with computers and working knowledge of financial record-keeping practices and overall office processes.
- Excellent team player with professional demeanor and ability to exceed customer expectations.

PREFERRED QUALIFICATIONS

- Experience with and knowledge of non-profit organizations.
- Experience with EMS (Event Management Systems) scheduling software by Dean Evans & Associates.
- Experience with Social Tables.

DISCLAIMER | JUMP is a start-up non-profit organization; consequently, the position 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.

TO APPLY | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at JUMPBoise.org <http://jumpboise.org/careers>) to careers@jumpboise.org with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. If you have any questions, please e-mail us at careers@jumpboise.org.