POSITION | Graphic Design & Photography Coordinator (Part Time)

POSITION DESCRIPTION
The Graphic Design & Photography 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 Marketing Brand Manager, this individual is responsible for assisting in the design and development of creative marketing materials and promotional collateral for JUMP including billboards, program guides, e-newsletters, flyers, signage, specialty advertising items, and other marketing materials as needed. This individual will also act as JUMP’s in-house event photographer for many of JUMP’s large events, and special programming.

GRAPHIC DESIGN DUTIES & RESPONSIBILITIES
• Create marketing materials and content that promote JUMP’s brand, image, and mission for print, website, signage, and social media. As well as take existing artwork created by the Marketing Manager and resize for multiple creative assets ie. Postcards, posters, social media, website, and various digital displays.
• Design clever billboards that are eye-catching and inspirational to promote JUMP’s special activities or collaborations.
• Provide support and assist when necessary for special programs and events.
• Assist in coming up with new promotional branding materials and campaigns.

PHOTOGRAPHY DUTIES & RESPONSIBILITIES
• Assist with JUMP’s programs and events media by capturing photos.
• Edit photos in Adobe Photoshop or Lightroom.
• Update and maintain an organized and detailed archive of photos.

REQUIRED QUALIFICATIONS
• High school diploma or equivalent.
• Two years graphics design or related experience.
• Experience using Microsoft Word, Excel, PowerPoint and Adobe InDesign and Lightroom.
• Proficient in Adobe 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

• Bachelors’s Degree in Graphic Design or similar field.
• Two years of related experience.
• Experience using Microsoft 365.
• Experience in or knowledge of non-profit organizations.

DISCLAIMER | JUMP is a non-profit entrepreneurial 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. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at careers@jumpboise.org.