



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



POSITION | JUMP Experience & Community Events Coordinator

POSITION DESCRIPTION

The JUMP Experience & Community Events Coordinator will play a vital role in supporting our JUMP Experiences and community events. Reporting directly to the Senior Visionary Manager, this position is integral in ensuring the smooth execution and documentation of various events and Experiences. Additionally, the coordinator will assist the Senior Visionary Manager with special projects aimed at enhancing team member morale and engagement through surprise and delight initiatives.

DUTIES AND RESPONSIBILITIES

- Schedules community events and JUMP Experiences in event management software, including dates, time, security notes, elevator schedules, layouts, equipment, AV and catering needs.
- Drafts up JUMP Experience proposals, which include customized mission related activities for non-profit organizations, businesses, and schools. Ensures all proposals are approved by the Senior Visionary Manager.
- Works in Social Tables to create layouts for community events and JUMP Experiences.
- Communicates needs for community events and JUMP Experiences with JUMP's Facilities Team, Set Up Team, and catering team, Thomas Cuisine Management.
- Works with team to set up, facilitate and break down community events and JUMP Experiences.
- Is available to work weekends and evenings to facilitate community events and JUMP Experiences.
- Meets once a week with the team to discuss logistical needs for community events and JUMP Experiences.
- Works with the Idaho Tax Commission to register community events and tracks vendor registrations.
- Documents and tracks permitting for food vendors and trucks with the CDH.
- Assists with team celebrations.

REQUIRED QUALIFICATIONS

- High School Diploma or equivalent.
- Ability to work nights and weekends as necessary.
- Ability to work in a fast-paced and entrepreneurial environment.
- Strong verbal communication skills with the ability to effectively convey the JUMP mission.
- Possess a positive and outgoing personality with attention to detail.
- Problem solving skills that allow quick and effective decision-making.
- Ability to take initiative to address new and potentially uncomfortable situations.

PREFERRED QUALIFICATIONS

- Bachelor's degree in a related field of study.
- Knowledge of and experience in non-profit organizations.
- Knowledge of the local community.
- CPR certified

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) <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.