



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



POSITION | Marketing & Social Media Coordinator

POSITION DESCRIPTION

The Marketing & Social Media Coordinator plays a crucial role in managing all JUMP social media accounts. Working closely with the Marketing and Brand Manager to develop, create, and publish coherent, professionally managed, on brand campaigns that span social media and print. This role significantly enhances JUMP's community presence, fostering engagement and connectivity with the community. By consistently shaping JUMP social media campaigns and ensuring alignment with JUMPS mission and strategic goals, the Marketing & Social Media Coordinator directly contributes to JUMP's growth and impact to the community.

DUTIES AND RESPONSIBILITIES

- Plan, create, post, and manage creative, engaging, and mission-related content.
- Manage google reviews, press inquiries, and marketing email account.
- Ensure JUMP events and programs get posted to JUMP website and community calendars.
- Write copy for newsletters, website event listings, and all external-facing communications including press releases and social media posts.
- Review analytics and analyze data to increase JUMP's online engagement.
- Collaborate with team to exchange content ideas and coordinate content creation strategies.
- Explore opportunities to strengthen JUMP's identity, brand awareness and personality.
- Manage inventory of JUMP-branded items.
- Capture content at JUMP events.
- Collaborate with JUMP Team members as requested to support various programs and projects.

REQUIRED QUALIFICATIONS

- Minimum 1 year of similar work experience in high social media traffic environment.
- Excellent customer service skills with the ability to manage customers in a courteous manner.
- Multi-tasker and ability to work well under pressure.
- Exceptional verbal, written, and listening skills.
- Collaborative communication style with ability to work effectively with others.
- Photo/video experience.
- Ability to work nights and weekends, as necessary.

PREFERRED QUALIFICATIONS

- Background and experience specifically in Marketing and Communications.
- Basic knowledge of applications in Adobe Creative Suite.
- Ability to work in a fast-pace and entrepreneurial environments.
- Bachelor's or master's degree in related field of study.
- Knowledge of and experience in non-profit organizations.
- Knowledge of local community.

WORKING AT JUMP

JUMP is a creative community center and a place for inspiring human potential, and that extends to our team! Our team is filled with creative, supportive, passionate individuals that value every contribution and encourage every team member to participate in the creativity, community, and fun! We are a small but mighty team—every contribution is vital to the success of our mission. Together we can make an impact in our incredible community!

DISCLAIMER | Jack's Urban Meeting Place (JUMP) is a nonprofit interactive creative center dedicated to inspiring human potential through creativity, education, and community building. Located in downtown Boise, JUMP serves as a vibrant hub for collaboration, offering workshops, performances, and exhibitions that celebrate the human spirit. With a focus on respect, engagement, courage, and connection, our 3-acre park and diverse studios provide unique spaces for exploration and innovation, inviting everyone to discover new possibilities. Inspired by the legacy of J.R. Simplot, JUMP showcases vintage tractors as symbols of ingenuity, fostering a dynamic ecosystem where individuals and organizations can unlock their potential and enrich our community.

JUMP LLC is owned and funded 100% by the J R Simplot Foundation, which is a 501(c)(3) exempt private foundation. 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.

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.