



**POSITION OPEN UNTIL FILLED: Marketing & Events Coordinator**

**Position Details:**

**Location:** Salt Lake City, Utah\*

**FLSA Status:** full-time salary, exempt

**Reports to:** Marketing Director

*\*Due to the collaborative nature of this position and Spy Hop's work, this position is in-person; remote candidates cannot be considered.*

Spy Hop seeks a full-time/in-person Marketing & Events Coordinator dedicated to positive youth development, digital media arts, and progressive education. This is a full-time, in-person position, Monday through Friday and may include occasional nights and weekends. This position reports to and works closely with the Marketing Director in all aspects of marketing for the organization. In this dynamic role, you will collaborate with the Marketing team to promote all of Spy Hop's programs, events and fundraising activities through print, web, social media and email campaigns. This position also oversees the planning and execution of Spy Hop events and community-based events.

**DUTIES & RESPONSIBILITIES**

- Collaborate with the Marketing Director and Graphic Designer to plan and implement marketing campaigns promoting programs, events and fundraising activities
- Collaborate with Marketing Director on marketing strategy while assisting in the development of new marketing initiatives and management of the media calendar
- Plan and execute social media activities, including writing compelling and relevant captions, gathering images and video content to strongly represent Spy Hop's brand
- Track social media analytics to direct social media strategy
- Write, design, schedule and oversee all Spy Hop email marketing campaigns and general communications
- Assist in planning, promoting and coordinating of community events
- Build and maintain relationships with community partners and vendors
- Support the organization's commitment to anti-racism
- Collaborate as a team player with all departments

## QUALIFICATIONS

### An ideal candidate has:

- Bachelor's degree in marketing, communication or related field. In lieu of a degree, 4+ years of relevant experience may suffice
- 2+ years of marketing experience
- Proficient computer skills including, but not limited Microsoft Suite, Google Suite, Hootsuite, Adobe Creative Suite, and Monday.com
- Knowledge of basic project management strategies and tools
- Knowledge of traditional and digital marketing, content marketing, and social media strategies
- Excellent writing, communication, and presentation skills
- Experience using social media data analytics to inform social media strategy
- Excellent project management skills, able to meet deadlines and juggle multiple projects
- Experience planning and coordinating events
- Excellent interpersonal skills to professionally represent Spy Hop at community and social events
- Ability to work collaboratively, give & receive constructive feedback, & possess a willingness to learn

**About Spy Hop:** Spy Hop is a highly effective, nonprofit, youth media arts and educational enrichment center founded in 1999, and located in downtown Salt Lake City. Our mission is to mentor young people in the digital media arts to help them find their voice, tell their stories, and be empowered to affect positive change in their lives, their communities, and the World. Spy Hop's programs take place in dynamic studio environments where young people of all backgrounds engage in the production of their own narratives and solutions to the challenges they face. Our afterschool and community programs in film, audio, design, and music are a model for youth development programs across the nation and Spy Hop is recognized by the White House as a leading nonprofit arts and humanities organization. [Spyhop.org](http://Spyhop.org)

Spy Hop is an equal opportunity employer committed to fostering a diverse and equitable environment in which all staff can excel regardless of race, ethnicity, age, faith, gender identity, sexual orientation, and ability. People of color, women, individuals with disabilities, and veterans are encouraged to apply.

### Compensation & Benefits:

Salary: Commensurate with education and experience; salary range \$40,000 - \$45,000. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match, 15 days PTO, 14 paid holidays, 10 days sick, and a professional development stipend.

**How to apply:** No phone calls. Please e-mail resume, cover letter, and writing sample or portfolio link with the subject line: Marketing & Events Coordinator: {Your Name} to:

Alesha Sevy  
Marketing Director  
[alesha@spyhop.org](mailto:alesha@spyhop.org)