

## Events & Outreach Coordinator

### Position Details

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

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

**Reports to:** Statewide Programs Director

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

The Outreach and Events Coordinator reports directly to the Statewide Programs Director while working collaboratively with the Director of Marketing and Community Engagement, Education Director and their teams. In this dynamic role, you will oversee the planning and execution of Spy Hop's events and outreach in programming, as well as lead efforts for community-based events and outreach. This role supports teaching artists to help facilitate the needs of student events and celebrations and is responsible for building and fostering relationships in the community to promote Spy Hop's programs. This position requires time outside of regular working hours during events.

### Duties and Responsibilities:

- Facilitate and assist in planning, promoting and coordinating community and in-school outreach events with marketing and programming teams as needed
- Find new pathways for students to learn about Spy Hop programs, including student conferences and educational events
- Coordinate with Statewide Programs Director to help facilitate POPS (Professional Outreach Programs in Schools) related outreach, presentations, and events in schools across Utah
- Collaborate with Statewide Programs Director, Marketing Director and Education Director to coordinate, plan, and calendar events
- Maintain yearly event calendar and spreadsheet of all outreach events and results, collecting and presenting data as requested
- Oversee events committees to coordinate Student Celebrations, PitchNic Premiere, REEL Stories Premiere, Community Festivals, Heatwave Festival, Gallery Strolls, etc.
- Oversee logistics, budget, staffing and set up for all Spy Hop events
- Collaborate with marketing to create and distribute marketing and sponsorship materials for events and outreach
- Work with Statewide Programs Director and Program Coordinator to plan outreach at local festivals and events
- Assist with planning, outreach and student recruitment in schools for all Spy Hop programming

- Coordinate and manage a roster of volunteers for Spy Hop events, including students, board members, alumni and community members

### **Qualifications & Experience Requirements:**

- Relevant Bachelor's Degree and/or 2+ years of experience planning and coordinating events
- Experience working in or knowledge of the Utah public education system
- Experience working with youth and families with diverse backgrounds a plus
- Excellent project management skills
- Detail-oriented and able to meet deadlines while juggling multiple projects
- A self-motivated individual who can anticipate and plan for the needs of upcoming campaigns, events and other communication needs
- Excellent interpersonal skills to professionally represent the organization at community and social events
- Must be proficient in Word, Excel and cloud-based applications
- Ability to work in a fast-paced, highly collaborative environment necessitating qualities such as cultural awareness, integrity, humor and herding cats :)
- Fluency in Spanish is a plus
- Ability to work evenings and weekends as needed
- Must pass a criminal background check
- Must have a valid driver's license

**About Spy Hop:** Spy Hop is an award-winning, 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 to effect positive change in their lives, their communities, and the World. We envision a world in which all young people have the skills and mindsets necessary to succeed and that their voices are heard and valued as conduits of change in their communities.

Spy Hop's in-school, after-school, and youth-in-care 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 Commitment to Antiracism:** We believe that anti-racism is the process of becoming aware of and acknowledging the impact of racial oppression within our current social, political, and institutional systems, while actively and intentionally working in the community to replace those systems with pedagogies, policies, and practices that lead to collective liberation – the truth that none of us are free until all of us are free.



As an antiracist organization, Spy Hop is committed to changing the systems of oppression that disproportionately impacted many of our students and their communities. Spy Hop's antiracism practices are rooted in hope, action and accountability, and the belief that collective liberation is truly possible.

**Our Culture:** We celebrate a culture at Spy Hop that is a fun, dynamic, evolving ecosystem; one that nurtures the vibrant, creative, individuality of youth and staff by communicating openly, honoring our multiculturalism, and affirming our intergenerational wisdom in such a way that all participants within the ecosystem have the capacity to thrive.

**Equal Opportunity Employer:** Spy Hop is 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. Due to the highly collaborative nature of this position, COVID-19 vaccination is strongly encouraged.

**Compensation & Benefits:** Salary Range - \$40,000 - \$45,000, commensurate with education and experience. Optional tiered benefit package starts with 50% health, dental, and vision, 3% IRA match, 20 days PTO, 14 paid holidays, 7 wellness/sick days, and a professional development stipend.

To Apply: Please e-mail resume, cover letter, and 3 references with the subject line: Outreach & Events Coordinator: {Your Name} to:

Nicole Dumas  
Statewide Programs Director  
[nicole@spyhop.org](mailto:nicole@spyhop.org)