

## **JOB DESCRIPTION: Public Relations Coordinator (3 Month Project)**

### **Overview of JUMP Math**

JUMP Math is a numeracy program founded in 1998 by mathematician, author and award-winning playwright John Mighton. We believe that all children can be led to think mathematically and that, with even a modest amount of attention, every child will flourish. A federally-registered not-for-profit based in Toronto, JUMP offers educators and parents with complete and balanced materials – as well as professional development and training – to help them reach all children.

A social profit organization, JUMP Math is actively involved in community-based program implementation, research and mathematical curriculum design. We have developed a unique and effective approach to teaching math, and are currently expanding our offering of innovative course materials. The JUMP team is comprised of people who are creative, dynamic, hard working and resourceful... and also committed to making a difference in the world!

John Mighton, the Founder of JUMP Math, will be releasing his latest book, *End of Ignorance*, in early May 2007. Throughout the launch, John and JUMP will receive public attention and in order to maximize opportunities for awareness, JUMP requires the assistance of a Coordinator.

### **Position Responsibilities**

The Public Relations Coordinator role will:

- Draft and disseminate communication materials to support the launch of *End of Ignorance*. This will include, but not be limited to, marketing materials for teachers, website communication, phone messages, protocols for employees, Board members and volunteers, preparing scripts for JUMP's Founder, and possibly copy editing for media requests.
- Manage or participate in all events related to the book launch. This will include:
  - Accompanying JUMP's Founder on all Book Tour events in Toronto, GTA, Ottawa and Montreal and coordinating his schedule
  - Preparing materials for and supporting events with JUMP program information.
  - Hosting Information Nights for the general public, parents, teachers, etc.
  - Organizing and managing a Book Launch party at the end of the Tour
- Provide support to staff in Publications, Information Technology, Fundraising and Program Management departments after the launch, anticipating the large number of calls and email inquiries.

### **Necessary Qualifications / Skills**

- Post-secondary degree preferably in Arts or Journalism
- Experience in designing and delivering communication materials to support nonprofit promotion/awareness
- Experience with Event Coordination, particularly managing multiple events that require media support
- Strong computer skills and a curiosity about internet/web-based communication
- Proven skills in leadership, communication (oral and written), organization and detail-orientation
- Eagerness to travel and enthusiastic about talking to people about JUMP
- Belief that all children can succeed in math, in school and in life!

### **Additional Details**

- This position is 3 month contract, with an opportunity to renew. The contract starts April 1, 2007.

**Interested applicants should submit a resume, covering letter and relevant work samples to:**

Susan Wright, Executive Director, 416.596.7716 ext 227 e-mail: susanw@jumpmath.org