



MONTANA WILDERNESS ASSOCIATION

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WILDERNESS FELLOW
POSITION ANNOUNCEMENT

Title: Wilderness Fellow

Supervisor: State Policy Director

Compensation: \$14/hour, Part-Time (<20 hours/week)

Start Date: Position will remain open until filled; however applications will be reviewed beginning August 30th, 2017

Term: 1 year, possible extension based on funding availability

Location: Missoula, MT

About Montana Wilderness Association

Come work for one of the most dynamic conservation organizations in the American West! Our mission is to work with communities to protect Montana's Wilderness heritage, quiet beauty, and outdoor traditions, now and for future generations. We envision a future where, from the rugged mountains to the vast prairies, Montana's wild places are protected, connected, and restored because the citizens of our state value wilderness as essential to our heritage and way of life. Founded in 1958, the Montana Wilderness Association (MWA) is the nation's oldest grassroots Wilderness advocacy organization.

Summary of Position

The Wilderness Fellow is a front-line player on MWA's program team that are developing and implementing the grassroots campaigns that identify and build support for protecting Montana's public lands and wild country. Fellow will be responsible for various aspects of programmatic work that engages and inspires members, volunteers, and supporters to take action. S/he works closely with the State Policy Director and Western Montana Field Director to organize events, programming, and outreach for priority MWA campaigns.

This is a fast-paced, exciting, people-oriented job that will build your skillset in grassroots organizing, civic engagement, public lands policy, and wilderness protection.

Major Duties and Responsibilities

- Work with MWA State Policy Director and Western Montana Field Director to develop and implement a grassroots engagement plan for supporters of Montana's public lands, including a proactive state policy agenda that improves access and quiet recreation opportunities
- Work with Western Montana Field Director to implement local and regional grassroots campaign strategies
- Work with MWA staff, partners, members, and volunteers to help MWA advance public lands protection campaigns

- Lead all aspects of local, on-campus organizing including recruiting new volunteers, educating students about public lands issues, and carrying out engagement strategies for priority landscapes and campaigns.
- Participate in outreach activities such as knocking doors, site-based canvassing, texting, and making phone calls to identify and engage public lands supporters.
- Recruit, coordinate, and manage MWA volunteers in campaign activities like canvasses, rallies, vote pledge, public hearings, etc.
- Educate MWA members and public land supporters at both the local and state level so that they can take action to protect public lands.
- Assist MWA's Communications Director and Missoula office staff in developing content and strategies for social media, placing letters to the editor, and securing other earned media opportunities.
- Work with State Policy Director to implement civic engagement campaigns.

Administrative Tasks

- Keep record of activities and fill out bi-monthly time sheets on time
- Develop and maintain work plans and report regularly on progress towards goals
- Participate in weekly check-in with State Policy Director and other meetings as schedule allows
- Help maintain field office

Qualifications

- High school diploma or equivalent certificate
- Previous experience in developing and implementing political and grassroots campaigns, particularly in field programs
- Interest in public policy issues concerning public lands and outdoor recreation
- Ability and desire to recruit, coordinate, and manage volunteers
- Ability to engage young adults
- Ability to work with diverse groups, individuals, and personalities
- Self-motivated, strong work ethic, and a sense of humor
- Computer proficiency is required
- Strong communication skills both written and verbal
- A commitment to the mission and vision of MWA

Basic Conditions of Employment

- All employees of Montana Wilderness Association are ambassadors of the organization and are expected to support and fulfill the mission of the organization. All employees, regardless of job title, must demonstrate the following minimum requirements for continued employment. In addition, it is the employee's responsibility to read, understand and comply with the policies and procedures outlined in MWA's employee handbook.
- Professional Conduct: Comply with established employment policies and practices. Maintain confidentiality of organization and employee information. Accept direction and provide direction in a cooperative and positive manner.
- Personal conduct: Engage in personal conduct that is honest, respectful, courteous, and dignified as well as legal, ethical, dependable and reliable.

- Competency: Develop and maintain skills, knowledge and abilities required for adequate performance of assigned job duties.

Requirements

- Lift and carry 25 pounds
- Ability and willingness to work occasional evenings or weekends when needed
- Valid Montana driver's license
- Work with general office equipment such as computer, telephone, and copy machine.

How to apply

Please send resume and one-page cover letter to MWA's State Policy Director, Kayje Booker, at kbooker@wildmontana.org. Resumes submitted without a cover letter will not be considered. No phone calls please.