



# MONTANA WILDERNESS ASSOCIATION

## COMMUNICATIONS COORDINATOR POSITION ANNOUNCEMENT

**Job Title:** Communications coordinator

**Supervisor:** Communications director

**Compensation:** \$36,250 to \$42,650 DOE; generous benefits

**Classification:** Full time, non-exempt

**Location:** Helena preferred

### **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, Montana Wilderness Association (MWA) is the nation's oldest grassroots wilderness advocacy organization.

### **Summary of Position**

The communications coordinator assists the communications director in developing and implementing Montana Wilderness Association's communications and building support for the organization and for its campaigns and programs.

The coordinator will help the director plan, gather, write, and edit content for MWA's print and electronic media assets, including its website, eblasts, newsletter, annual report, and social media channels. This position will help ensure that MWA maintains a high editorial quality and consistency in messaging across its many communications platforms.

### **Major Duties and Responsibilities**

- Oversee MWA's eblasts, which includes scheduling, writing and editing content, selecting and sizing photos, creating emails, and working with database manager in targeting and segmenting audiences
- Oversee MWA's "What's New" blog, which includes working with marketing manager to identify suitable topics; scheduling; gathering, writing, editing, and proofreading content; selecting and sizing photos; and publishing. May also involve producing and posting videos.
- Work with education and outreach manager and trail stewardship director in gathering, writing, editing, and organizing content, including narrative pieces, for MWA's annual *Discover Wild Montana* book. Also work with education and outreach manager and trail stewardship director on updating content on the Discover Wild Montana web pages.
- Assist communications director in writing, editing, and proofreading content for *Wild Montana*, MWA's triannual newsletter

- Monitor all press related to MWA and its campaigns and programs, including print, radio, television, op-eds, letters-to-the-editor, editorials, etc.
- Develop, implement, and update media archive in which to store all press related to MWA and its campaigns and programs
- Assist communications director in editing and proofreading content for MWA's annual report
- Help communications director write, gather, edit, and proofread any other content as needed in support of MWA and its campaign and programs
- Contribute to hikewildmontana.org
- Write letters-to-the-editors as needed in support of MWA's campaigns and programs.
- Fill in for communications director as MWA's primary media contact when needed
- Work with development staff in writing, editing, and proofreading fundraising materials
- Participate as a member of MWA's communications team in improving and developing the organization's overall communications
- Assist marketing manager and communications director in managing social media channels
- Develop, write, and edit campaign materials as needed, including fact sheets, one-pagers, and vision documents
- Provide copyediting and proofreading support whenever needed

### **Qualifications**

- Minimum requirement of a bachelor's degree in communications, journalism, English, or related field; or equivalent on-the-job experience
- Strong written, verbal, and visual communication skills
- Familiarity with and interest in social media tools and strategies
- Excellent writing and editing skills, which must be demonstrated
- Ability and desire to be innovative and creative
- Ability to develop and manage complex projects
- Working knowledge of equipment and software and common procedures used to produce and distribute mass communication products
- General website content management system knowledge
- Ability to organize workload and determine priority of duties
- Ability to work independently
- Experience with video production, graphic design, and photography useful and appreciated, but not mandatory

### **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**

- Ability and willingness to travel on a semi-regular basis and to work nights and weekends when needed
- Valid Montana driver's license and ability to be insured

### **How to apply**

Please send resume and one-page cover letter to MWA's business manager, Laura Parr, at [lparr@wildmontana.org](mailto:lparr@wildmontana.org). Resumes submitted without a cover letter will not be considered. No phone calls please.