



# MONTANA WILDERNESS ASSOCIATION

## Canvass Director POSITION ANNOUNCEMENT

**Job Title:** Canvass Director, Montana Engagement Partnership

**Supervisor:** Mobilization Center Director, Montana Engagement Partnership

**Compensation:** \$35,000 annually including benefits

**Location:** Bozeman, MT

### **About the Montana Engagement Partnership**

The Montana Engagement Partnership (MEP) is a collaborative project jointly managed by Greater Yellowstone Coalition (GYC), Montana Conservation Voters (MCV), Montana Wilderness Association (MWA), and Montana Wildlife Federation (MWF). We believe that protecting Montana's world-class fish and wildlife, public and working lands, clean water, and agricultural heritage are foundational values that define the Montana way of life. MEP seeks to build broad popular support for a proactive conservation agenda by engaging with, learning from, and activating Montanans to take part in the democratic process to ensure that public lands and a clean energy economy play a vital role in Montana's future.

### **Position Summary**

MEP seeks a motivated person with campaign experience to be the Canvass Director for an innovative field program employing creative strategies and new techniques in environmental organizing. The Canvass Director will manage and oversee all aspects of the canvass operation, including but not limited to canvasser management, basic reporting and administrative duties, oversight of physical space, and traveling canvass operations. The canvass will run year-round and ranges from phone calls to door-to-door canvass. The Canvass Director will be employed through Montana Wilderness Association. This is a full-time, non-exempt position.

### **Responsibilities**

- Manage and oversee nightly canvass of 5 to 10 people, three to five times a week, around a variety of conservation issues; responsibilities will include: managing canvass logistics, preparing for canvass using the appropriate resources, and facilitating the integration of each day's learnings through nightly debrief
- Assist the Mobilization Center Director in training new canvassers in individual and group settings and conduct ongoing training as necessary
- Set clear expectations for the canvassers of the goals of each canvass, as communicated by the Mobilization Center Director; track canvassers' progress towards metric goals and hold them accountable for

completion of assigned duties; work with Mobilization Center Director and MEP representatives to determine priority issues and location for the canvass

- Identify and implement canvassing best practices to ensure a safe, effective, inclusive, and innovative canvass
- When not canvassing, manage canvassers to accomplish other tasks such as data entry, video review, and other duties needed for the effective operation of the Mobilization Center
- Participate directly in the canvass three to four times a week to hone your skills, train staff, and monitor canvass and canvasser performance to ensure efficient operation
- Work with Mobilization Center Director and Data Director to oversee data entry to ensure timely and accurate data entry
- Maintain canvassers' schedules and current contact information
- Work with Mobilization Center Director to prepare and submit weekly data-driven reports on the canvass to inform decision each week by MEP leadership on the priorities of the canvass
- Ensure technology (iPads, Keyboards, Video Cameras, etc) is functioning, secure, and being used and deployed effectively, and train canvassers on the technology
- Maintain clean, orderly, and appropriately stocked office space
- Coordinate all logistics for traveling canvass operations
- Participate in all appropriate campaign strategy calls and MEP meetings
- Cultivate a welcoming, motivating, and inclusive atmosphere based on trust and respect
- Ensure compliance with all personnel and safety policies

## **Qualifications**

- A high level of self-motivation and proven ability to work independently and as part of a team
- Previous organizing experience on a political or issue-advocacy campaign
- Previous experience using voter databases, like NGP or VAN
- Strong people management skills
- Strong written and verbal communication skills
- Ability to adapt to different campaign goals and scales
- Personable and comfortable reaching out to a variety of people
- Comfortable with talking to people with diverse viewpoints and actively listening to what they have to say
- Ability to train and motivate staff
- Commitment to the goals of this program
- Ability to use or learn to use iTouches or tablets and databases for tracking voters and membership information
- Ability to travel for several days at a time
- Demonstrated professionalism, dependability and punctuality

The Canvass Director will be expected to stay up to date on current campaigns in order to effectively set goals, manage staff, and provide appropriate training and support to staff.

General hours are expected to be Sunday to Thursday, 1 pm to 9 pm, but might vary depending on the time of year. Travel will be required.

**Hiring Timeline:** Applications will be accepted from September 6, 2018 until the position is filled.

**How to Apply:** Interested individuals should send a cover letter, resume, and three references to: Laura Parr, at lparr@wildmontana.org. Please put "Canvass Director" in the subject line.

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