



# MONTANA WILDERNESS ASSOCIATION

## COMMUNICATIONS COORDINATOR POSITION ANNOUNCEMENT

**Job Title:** Communications coordinator

**Supervisor:** Communications director

**Compensation:** \$37,340 to \$43,930 depending on experience; generous benefits

**Classification:** Full time

**Location:** Helena

### **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 people 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 will be part of a team at MWA that develops and implements communications support for the organization and for its programs, campaigns, and projects.

The coordinator will help 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**

- Participate in strategizing, planning, developing, and implementing communications that builds public support for the organization and its campaigns, programs, and projects
- Oversee eblasts, which includes scheduling, writing, editing content, and working with MWA's database manager in targeting and segmenting audiences
- Provide content for, maintain, and update MWA's various online properties
- Oversee day-to-day maintenance of MWA's social media channels
- Manage MWA's "Picture Wild Montana" photo contest
- Write, edit, and proofread for a variety of publications in support of MWA's campaigns, program, and projects
- Update and maintain SEO on MWA's websites
- Oversee Google ad buys and copy
- Monitor all press related to MWA and its campaigns, programs, and projects
- Write op-eds and letters-to-the-editors as needed in support of MWA's campaigns and programs

- Work with volunteers in promoting MWA chapter events and projects

### **Qualifications/Abilities**

- Experience in communications, journalism, English, or related field are beneficial
- Excellent writing and editing skills, which must be demonstrated
- Ability to contribute to MWA marketing and branding
- Familiarity with and interest in social media tools and strategies
- Familiarity with and interest in SEO and Google Ads
- Strong verbal and visual communication skills
- Ability and desire to be innovative and creative
- Ability to develop and manage complex communication projects
- Working knowledge of equipment, software, and common procedures used to produce and distribute mass communication products
- Ability to organize workload and determine priority of duties
- Ability to work independently
- General website content management system knowledge desirable
- Experience with video production, graphic design, or photography desirable
- Ability and willingness to travel as well as willingness to work occasional evenings or weekends when needed

### **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.

### **How to apply**

Please send resume and one-page cover letter to MWA's Operations Director, Laura Parr, at [lparr@wildmontana.org](mailto:lparr@wildmontana.org). Resumes submitted without a cover letter will not be considered.

No phone calls please.

*The Montana Wilderness Association is an equal opportunity employer and does not discriminate on the basis race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability or status as a U.S. veteran.*