Montana Wildlife Federation
Job Announcement

Job Title: Outreach Coordinator
Reports to: Executive Director
Compensation: $33,000 - $37,000, plus competitive health benefits, retirement savings, and vacation leave.
Classification: Full-time, Exempt
Location: Helena, Montana

Founded in 1936, the Montana Wildlife Federation (MWF) is a 501(c)(3) nonprofit organization dedicated to the protection and conservation of Montana’s abundant wildlife, our natural lands and healthy waters, and public access for hunting, fishing, trapping, and other outdoor recreation.

The Montana Wildlife Federation has a staff of eight that works to support several thousand members around Montana and the nation, as well as a network of affiliated organizations around the state.

Essential Functions

The Outreach Coordinator will implement outreach and communications activities to support MWF’s operations, including priority conservation campaigns, membership development, and fundraising. In collaboration with other staff, the Outreach Coordinator will develop print and electronic outreach materials, manage content for the organization’s social media and website and plan and implement outreach events. The position will also provide support for MWF’s media outreach activities.

Major Duties

- Create and manage action-oriented content for MWF website and social networking sites.
- Coordinate production of the quarterly MWF newsletter, including content, editing, and layout
- In consultation with program staff, develop compelling outreach materials, including fact sheets, brochures, and other outreach materials on priority issues.
- Manage MWF email alert system, including list maintenance, recruitment, and coordination of action alerts.
- Assist field staff in organizing and publicizing outreach events to support key advocacy campaigns and membership development.
- Coordinate development and production of materials to support membership development, including direct mail and other outreach materials.

(over)
• Distribute press releases drafted by program staff and manage follow-up activities.
• Represent the organization in an enthusiastic and professional manner in the community and demonstrate a commitment to MWF's mission.
• Participate in regular staff meetings and other activities to keep colleagues up to date on communications strategies and projects.
• Provide logistics support for Board of Directors meetings and other special events.
• Other miscellaneous tasks as assigned.

Qualifications

• Relevant experience in communications and outreach, or a bachelor’s degree in a pertinent field.
• Excellent writing, editing, and communication skills.
• Skill in the use of standard office software.
• Operational knowledge of website management, social media, and online content development; basic design and image formatting skills; data management and analytics.
• Design/layout skills and experience with desktop publishing and image editing software.
• Ability to organize workload, manage time, and work independently to meet organizational objectives and deadlines.
• Ability to work as a part of a team and coordinate with other staff.
• Experience with event planning and meeting coordination.
• Enthusiasm for fish and wildlife conservation and hunting, fishing, and other outdoor recreation.
• Experience with grassroots organizing, event planning, and public speaking.
• Ability to work collaboratively with conservation and other community partners.

To Apply

Send a letter of interest, resume, three references, and two relevant writing samples to jobs@mtwf.org. Application review will begin on November 1 and continue until the position is filled.

Questions?

Please email jobs@mtwf.org for the fastest response.

* MWF is an equal opportunity employer. 