



## Montana Wildlife Federation Job Announcement

**Job Title:** Eastern Montana Field Representative  
**Reports to:** Executive Director  
**Compensation:** \$33,000 - \$37,000, plus competitive health benefits, retirement savings, and vacation leave.  
**Classification:** Full-time, Exempt  
**Location:** Billings, 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, natural lands, 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 advance the interests of several thousand members around Montana and the nation, as well as a network of affiliated conservation organizations.

### Essential Functions

The Eastern Montana Field Representative will implement outreach and programmatic activities to support MWF's priorities in Eastern Montana, including conservation campaigns, membership development, and grassroots organizing. The Field Representative will be responsible for community outreach and policy development on assigned topics, including wildlife conservation, public land management, public access, and other issues. The Field Representative will serve as a liaison to local conservation groups, hunting/angling clubs and other stakeholders. In collaboration with other staff, the Field Representative will develop print and electronic outreach materials and plan and implement outreach events and activities.

### Major Duties

- Represent MWF's conservation agenda and advocate for the adoption of conservation policies.
- Organize and implement outreach events to build awareness of MWF conservation priorities in Eastern Montana, including town hall meetings, presentations, meetings with local conservation leaders, and other outreach activities to a variety of audiences.
- Identify and recruit grassroots leaders to participate in priority issue campaigns.
- Generate individual contacts to legislative and administrative decision-makers on MWF conservation priorities.

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## **Major Duties** *(continued)*

- Develop outreach materials, including fact sheets, brochures, and other materials for public and media consumption.
- Work with other MWF staff to draft press statements, newsletter stories, blog posts, sign-on letters, and other statements on priority issues.
- Work in collaboration with other partner organizations in the region, including participation in coalition campaign planning activities.
- Support volunteers in developing, writing, and placing letters-to-the-editor and opinion columns on priority conservation campaigns.
- Organize meetings between grassroots leaders and local officials to express support for conservation priorities.
- Represent MWF in an enthusiastic and professional manner in the community and demonstrate a commitment to MWF's mission.
- Serve as a point of contact with local affiliated organizations, including attendance at meetings and regular communications.
- Participate in bi-weekly staff meetings, keeping staff colleagues up to date on outreach activities and projects.
- Other miscellaneous tasks as assigned.

## **Qualifications**

- Experience in conservation advocacy and grassroots outreach, or comparable educational attainment in a relevant field.
- Excellent writing and editing skills.
- Excellent public speaking skills.
- Skill in the use of standard office 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 grassroots organizing, event planning, and public speaking.
- Enthusiasm for fish and wildlife conservation and hunting, fishing, wildlife-watching, and other outdoor recreation.
- Ability to research and maintain a working knowledge of local, state and national policy issues in the region.
- Ability to work collaboratively with conservation groups, agricultural groups, and other community partners.
- Ability to lead and coordinate diverse groups, individuals, and personalities.
- Willingness to travel around the region and work independently.

## **To Apply**

Send a letter of interest, resume, three references, and two relevant writing samples to [jobs@mtwf.org](mailto:jobs@mtwf.org). Application review will begin on February 15 and continue until the position is filled.

## **Questions?**

Please email [jobs@mtwf.org](mailto:jobs@mtwf.org) for the fastest response.

*MWF is an equal opportunity employer.*