Field Representative - Eastern Montana
Montana Wildlife Federation - Billings, MT

Status: Full-time, Exempt
Salary: $30,000-$34,000
Benefits: Health insurance, retirement, generous vacation time

Essential Functions

The Eastern Montana Field Representative will implement outreach and programmatic activities to support MWF’s priorities in Eastern Montana, including priority conservation campaigns, membership development, and grassroots organizing. The Field Representative will be responsible for community outreach and position/policy development on assigned topics, including public land conservation, coal mining, and other issues. The Field Representative will work with existing local conservation groups and sporting clubs and pursue opportunities to create new organizations. In collaboration with other staff, the Field Representative will develop print and electronic outreach materials and plan and implement outreach events.

Major Duties

- 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 conservation campaigns.
- Generate individual contacts to legislative and administrative decision-makers on MWF conservation priorities.
- Organize meetings between grassroots leaders and local officials to express support for conservation priorities.
- Develop outreach materials, including fact sheets, brochures, and other outreach materials for public and media consumption.
- Working with other MWF staff, draft press statements, newsletter stories, 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.
- Represent MWF in an enthusiastic and professional manner in the community and demonstrate a commitment to MWF’s mission.
- Participate in bi-weekly staff meetings, keeping staff colleagues up to date on outreach activities and projects.
- Other miscellaneous tasks as assigned.

Qualifications

- Bachelor’s degree, or equivalent experience in a related 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.
- Ability to work as a part of a team, detail-oriented, and able to meet deadlines.
- Experience with grassroots organizing, event planning, and public speaking.
- Enthusiasm for fish and wildlife conservation and hunting, fishing, and other outdoor recreation.
- Ability to research and maintain a working knowledge of local, state and national policy issues in the region.
• Ability to maintain an upbeat positive atmosphere during difficult times.
• Ability to work collaboratively with conservation and other community partners.
• Ability to lead and coordinate diverse groups, individuals, and personalities.
• Ability and willingness to work on partnerships with a range of stakeholders.
• Willingness to travel around the region and work independently on assigned tasks.

To Apply

Submit a cover letter, resume, and relevant writing sample.

Indeed - 1 day ago - save job
» Apply Now

Please review all application instructions before applying.