



P.O. Box 595, Helena, MT 59624 • 406-443-3949 • www.mtaudubon.org

Legislative Assistant Position

Montana Audubon is hiring one legislative assistant for the 2019 Montana Legislative session in Helena. Employment dates are approximately January 2nd through April 30th, 2019.

Purpose: The legislative assistant will work closely with Montana Audubon's Lead Lobbyist. This position will also assist with other office duties as required. Montana Audubon is a conservation organization that works to protect birds, other wildlife, and wildlife habitat, including general environmental protection and related issues. For over 40 years, Montana Audubon has worked with its members and nine Audubon chapters around the state to achieve its conservation mission. Learn more at mtaudubon.org.

General Duties: The legislative assistant and lead lobbyist will work as a team throughout the legislative session, with many duties shared. The assistant will help set up the grassroots outreach and member engagement for the session by: contacting chapter coordinators, managing the alert program and assisting with web updates, engaging in social media, etc. This position is also responsible tracking schedules and information, researching issues, answering information requests, and preparing fact sheets related to bills brought forward. Work will take place at Montana Audubon's downtown office as well as the state capital. The assistant will attend working group meetings, hearings, observe the Legislature in session, and testify on specific priority bills.

Job hours are irregular. The position is "on-call", and the assistant is expected to work as needed during the entire legislative session. Typically, work will be full time 5 days per week, many evenings, and some hours each weekend. Time off can be arranged depending on work load and session holidays. No out of town travel is required.

Qualifications: The assistant should have a deep appreciation of Montana and its wildlife, and possess an interest in nonprofit advocacy work. A self-starting, independent, creative person with a keen attention to detail is imperative. The ability to write hearing testimony and speak at hearings is desirable but not mandatory.

The hire is expected to live in Helena during the session. A professional wardrobe is necessary.

Salary: \$1,500/month. Past assistants have arranged college credits for their experience.

If interested: Send a resume and cover letter by November 16th, 2018, to info@mtaudubon.org (email preferred) or Montana Audubon, P.O. Box 595, Helena, MT 59624.

Please post or give this notice to others who might be interested.