JOB ANNOUNCEMENT

Position: Communications Specialist
Location: Helena, MT
Position: Fulltime
Salary: Commensurate with Experience
Benefits: Vacation, Simple IRA w/match, Health, Dental, and Vision

About the Organization
Founded in 1976, Montana Audubon is an independent, statewide conservation organization whose mission is to promote appreciation, knowledge and conservation of Montana’s native birds, other wildlife, and natural ecosystems and to safeguard biological diversity for current and future generations. In our vision for the future, we seek to create an environment in which all of Montana’s native bird species have healthy, sustainable populations, ensured by long-term habitat security. Montana Audubon uses bird science, conservation education and engages in public policy work to protect our state’s incomparable wildlife and landscapes.

Summary of Position
We are seeking a Communications Specialist to join our team! You will oversee all communications activities for Montana Audubon, ensuring a consistent message with our newsletter (and other print media), earned media, website, and social media platforms. We will also consider candidates who are interested in this being a part-time position.

Responsibilities

- Oversees the organization’s print newsletters and other print media.
- Manages and provides content for all social media platforms.
- Works with administration staff and provides content for appeal letters to donors.
- Coordinates the production of materials designed for members, donors, foundations and corporations.
- Supports communications and marketing by coordinating with consultants and printing companies, preparation, staff input/writing, editing and review procedure, and deadlines.
- Ensures all print materials available to the public are presentable and up-to-date.
- Ensures outreach materials for public events are up-to-date and equipment is prepared and organized.
- Grant management including researching funding opportunities, meeting with foundations, proposal writing, and grant reports.
- Manages and maintains organizational mailing lists.
- Works with the press to arrange media coverage for events and programs and produces timely press releases for the organization.
- Manages the Montana Audubon membership programs, including the monthly renewal system, assisting in prospecting activities as needed.

Qualifications

- Previous experience in public relations or other related fields
- Familiarity with social media marketing strategies
• Strong problem solving and critical thinking skills
• Excellent written and verbal communication skills
• Deadline and detail-oriented

To Apply
Please send cover letter and resume to Lberrin@mtaudubon.org with the subject line “Communications Specialist”

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