

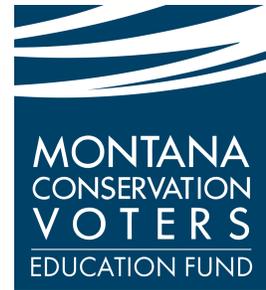
JOB DESCRIPTION

Title: Communications Intern

Deadline: February 27, 2023

Status: Temporary: 7 weeks at 40 hrs/week or
14 weeks at 20 hrs/week (paid)

Reports to: Communications Director



The Montana Conservation Voters Education Fund is seeking an intern to be part of an exciting organization dedicated to grassroots education and advocacy in the context of one of the most important state legislative sessions in Montana's history. The MCV Education Fund is dedicated to providing a rich experience, including but not limited to organizing, social media, fundraising, press, event planning and execution, and better understanding Montana's political landscape.

WHO WE ARE

Founded in 1999, the Montana Conservation Education Fund is a nonpartisan nonprofit 501(c)3 organization. The MCV Education Fund engages all Montanans and their communities by empowering them to protect our clean air, clean water, public lands and voting rights through education, mobilization and the power of grassroots advocacy. The MCV Education Fund's sister organization, Montana Conservation Voters, is a separate 501(c)4 organization that engages in nonpartisan political activity alongside a political action committee, the MCV Action Fund.

JOB DESCRIPTION: COMMUNICATION INTERN

The MCV Education Fund is committed to fostering a rich, exciting and fun learning experience in a fast-paced, demanding environment. Our internships require self-motivation, drive and an interest in politics and conservation. The MCV Education Fund will tailor an internship experience to meet the professional growth goals of the intern, but all interns would be expected to work hard and diligently in all facets of the organization's work, including but not limited to:

- Communications and social media writing: Including, but not limited to, creative social media design, press releases, member communications, update to [MontanaPushback](#) (the MCV Education Fund's communication hub during the legislative session) and possibly direct interactions with reporters.

- Event support: The MCV Education Fund with MCV is hosting its Annual Member Celebration in Helena on March 3. This important event hosts elected officials, supporters and conservation partners.

QUALIFICATIONS

MCV is looking for a highly motivated, self-driven, reliable and detail-oriented professional to work for a period between 7 and 14 weeks, which may include irregular hours given the nature of our work. Strong organizational skills, interest in conservation and politics, and basic computer fluency are strongly encouraged. Some travel may be necessary.

The intern must be based in Montana with a preference for Helena or Bozeman.

The intern must share the MCV Education Fund's commitment to integrating racial justice and equity into the work we do and ensuring an inclusive organizational culture. We are committed to building a more diverse and inclusive organization and conservation movement to fully represent and engage all Montanans and to build as powerful a movement as we can. Recruiting staff that better reflects Montana is a priority and we encourage applicants from all cultures, races, ethnicities, geographies, and all other identities. Women, people of color, individuals with disabilities and LGBTQ+ individuals are strongly encouraged to apply.

COMPENSATION & BENEFITS

The intern will be paid \$19 per hour at 40 hours a week for 7 weeks, or 20 hours a week for 14 weeks. Total compensation will not exceed \$5,000. The intern is a contracted position and is not entitled to additional benefits.

TO APPLY

Please send a cover letter, resume and references by 5 p.m. on Monday, February 27, to mcv@mtvoters.org with the subject line "Communications Internship." No phone calls, please.