



Position: Montana Field Coordinator (Temporary)

Location: Must reside in Montana (specifically the first congressional district)

Timeline: 40 Hours/Week, February - December 2024. This is a benefitted (health, vision, dental, retirement), Temporary Employee.

FLSA Status: Non-Exempt

Background

Protect Our Winters (POW) (501-c3) helps passionate outdoor people protect the places we live and experiences we love from climate change. Founded by pro snowboarder Jeremy Jones in 2007, POW works against climate change by turning passionate outdoor people into effective climate advocates. We are a community of athletes, scientists, creatives, and business leaders advancing non-partisan policies that protect our world today and for future generations. We work hard, and we enjoy taking our meetings to the chairlift or backcountry.

The Opportunity

We are seeking an individual to work closely with the POW Campaigns Team for a full-time remote field position in Montana. The position will support the organization's member and voter engagement work on the ground in Montana. The Campaign Field Coordinator will ensure POW's 2024 plans can be executed within Montana by serving as the on-the-ground contact to lead on event logistics and by creating and maintaining partnerships and relationships. The position will also be asked to provide deliverables to support POW's sister nonprofit organization, Protect Our Winters Action Fund (501-c 4), with its get-out-the-vote efforts. Ultimately, the Montana Field Coordinator will serve as an accountable, reliable representative of POW as a national non-profit within the key geography.

While this individual is expected to perform some administrative tasks, there are opportunities to work on long-term 2024 strategic campaigns. The ideal candidate will be highly organized, able to juggle multiple tasks, manage their own workload, and take initiative and personal responsibility for all assignments.

This coordinator will need to be flexible with hours, understanding that no week is the same, especially when moving into August through November. This position will require hours on nights and weekends and travel throughout the state; therefore, the coordinator will need reliable transportation and need to reside within Montana's first congressional district. This is a non-exempt position and therefore will be eligible for overtime pay requirements under MT law.

Description of Responsibilities

- Partner Relationships:
 - Meet in person with current and potential partners in the region to ensure event activations
 - Maintain state-level partner relationships to find optimal opportunities for POW and the POW Action Fund to engage in Montana
- Data Management and Reporting:
 - Participate in weekly planning meetings
 - Report out event metrics and log in to the organization's CRM database
 - Events Organization & Logistics

- Event & Field Support:
 - Supporting field campaign activities:
 - Assisting with event logistics in the planning process, especially with on-the-ground needs
 - Attending and working events within the region
 - Managing, tracking, and delivery of event materials
 - Driving home the call to action and reporting out event metrics
 - Managing event sign-up and attendance into the databases

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Ideal Candidates Will Possess

- Experience working with 501(c)(3) organizations, independent expenditures or 501(c)(4) organizations or political campaigns
- Connection to Montana and the political landscape
- Ability to think quickly on your toes and work dynamically
- An exceptionally strong academic record and academic or internship experience in the environmental policy, advocacy, and/or climate change arena preferred
- Knowledge or connection to outdoor industry and community preferred
- Highly developed analytical skills
- Ability to work within a fast-paced, mission-driven organization
- Ability to manage multiple projects with minimal direction in a remote setting
- An excitement to take on many different types of tasks and assignments
- Comfort with all standard software programs (Microsoft Word, Excel, PowerPoint) as well as Google Suite (Documents, Sheets, Slides)

Location: Due to the assignments and nature of this position, the candidate must reside in Montana (specifically the first congressional district) for the entire term of the position (February - December 2024). Housing is not provided.

Details of the position

This is a full-time (40 hours per week) (non-exempt), benefitted temporary position reporting to the Campaigns Director. This position works remotely (work from home) but is required to reside within Montana's first congressional district. Housing is not provided. Approved travel within Montana for work purposes will be reimbursed at IRS mileage rate, monthly cell phone and internet stipend will also be provided as well as a work laptop. The hourly rate for this position is \$28.85.

Protect Our Winters offers a generous benefits package including employer-paid (employee only) healthcare, vision, and dental benefits as well as a retirement match. Additionally, POW offers sick and holiday time, above industry average paid time off and a family-friendly, flexible work environment.

How to Apply

Applications must be submitted by Midnight MT on **Sunday, January 21, 2024.**

To apply, please send your resume and cover letter including your commitment to growing POW's presence in your region (Montana's first congressional district) and why you are compelled to work on engaging voters within the outdoor community to work@protectourwinters.org with "MT Field Coordinator" in the subject line. Please no phone calls.

At POW, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law. POW believes that building diversity is critical to the success of a global organization. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool.