



P.O. Box 595, Helena, MT 59624 • 406-443-3949 • [www.mtaudubon.org](http://www.mtaudubon.org)

## Legislative Assistant Position

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

**Purpose:** The legislative assistant hired to work for the 2019 Legislature in Helena will: 1) assist Montana Audubon's Lead Lobbyist, and, time permitting, 2) assist in the operation of the Montana Audubon office. Montana Audubon is a conservation organization that works to protect birds, wildlife, and wildlife habitat (this includes general environmental protection, energy, and climate change issues). We have 9 chapters we help represent throughout the state. Learn more at [mtaudubon.org](http://mtaudubon.org).

**General Duties:** The assistant and lobbyist work as a team throughout the legislative session, so most duties are shared. Initially, the assistant will help set up the grassroots outreach and member engagement for the session: contacting chapter coordinators, managing the alert program and getting the website updated, engaging in social media, etc. The assistant is also responsible for keeping the lobbyist organized (tracking schedules and information), researching issues, answering information requests, and preparing fact sheets related to bills brought forward. Although much of the work is done at the office, there is plenty of time spent at the Capitol. The assistant will attend working group meetings, hearings, observe the Legislature in session, and testify on specific priority bills.

The hours of the job 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 travel is required.

**Qualifications:** First and foremost, the assistant must have a deep appreciation of Montana and Montana's wildlife. The position is also a lesson in how grassroots conservation organizations work—so an interest in advocacy work is needed. 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 16<sup>th</sup>, 2018, to [info@mtaudubon.org](mailto: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.***