Job Announcement

Title: 2019 Montana Legislative Assistant
Type: Temporary, fulltime (January 2, 2019 to April 30, 2019 is preferred, however dates are negotiable.)
Location: Helena, Montana
Reports to: Lead Lobbyist
Travel: Minimal in-state travel required
Compensation: $1,500-$2,000 per month, depending on experience (academic credit may be available depending on requirements of your educational institution)

About the Montana Environmental Information Center:
The Montana Environmental Information Center (MEIC) is a non-profit environmental advocate founded in 1973 by Montanans concerned with protecting and restoring Montana’s natural environment. MEIC is a fun, fast-paced and cutting edge, environmental organization with a long history of success in protecting Montana’s environment. MEIC works in the courts, the Montana Legislature, and at state agencies in defending our environment and moving proactive policy solutions. For over 40 years, MEIC has worked on a broad range of statewide environmental and “good government” issues, including global warming, coal development, renewable energy, energy efficiency, air pollution, hardrock mining, water quality, land use, corporate reform, and constitutional protections like the right to a clean and healthful environment and freedom of information.

Position Background
One of MEIC’s most important activities is lobbying the State legislature on Montana environmental issues. It is the reason MEIC was founded, and since the 1974 legislative session MEIC has been the leading voice for the environment. Because of MEIC’s presence, the Montana environment is guaranteed to receive attention at the Capitol.
**Duties:**
1) Assist MEIC’s lobbying team in passing a progressive energy and environmental policies and help defend Montana’s constitutional right to a clean and healthful environment.
2) Help MEIC interact with the media, legislators, its members, and the public.
3) Assist with the development of newsletters and electronic and media communications.
4) Requires completion of a wide variety of tasks, large and small.

**Essential Qualifications:**
A commitment to protecting Montana’s natural environment, the ability to work well with little supervision, a willingness to take the initiative on tasks and projects, and the ability to work well with people. Excellent written and oral communication skills are a must. Must have a mastery of basic computer skills.

**Desired Qualifications:**
A familiarity with environmental issues in Montana, and political or community organizing experience. Familiarity with Microsoft Office for Macintosh, Word Press, or a willingness to learn.

**Deadline:**
November 12, 2018 or until filled.

**How to Apply**
Interested applicants please reference “Legislative Assistant” in the subject line and submit a letter of interest, along with your resume, and a list of three references via e-mail at bfadie@meic.org

*It is the policy of MEIC to provide equal employment opportunity to all qualified individuals without regard to their race, color, religion, national origin, sex, gender, age, disability, or any other characteristics protected by law, in all personnel actions.*