

Job Title: Abundant Montana (AMT)
Communications Coordinator

Job Type: Temporary, Part-time.

Reports to: Abundant Montana Director and
AMT Communications Supervisor

Number of hires for this role: 2

Location:

Statewide. Please indicate on your application where in the state you reside.

Application Close Date: These positions are open until filled. Early applications are encouraged and will be considered as they are received. We anticipate the posts filling quickly and our ideal start date is February 1, 2022. Position status updates will be posted on the Abundant Montana website. Please reach out to Drew Shanafelt, Abundant Montana Director, at drew@abundantmontana.com with any questions.

Brief Position Overview

Abundant Montana (AMT) is a marketing and media hub that acts as a megaphone for Montana's local food and specializes in communication strategies for Montana's local food businesses. We are passionate about education, building relationships, and empowering Montana's purpose-driven local food and farm/ranch entrepreneurs, associations, and enterprises.

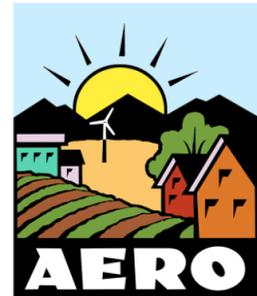
AMT's Communications Coordinators are responsible for creating still imagery, video content, and written content for use on social media. This includes content for AMT's internal channels (website, blog, FB, IG) as well as for the food businesses whose marketing efforts we support. Additionally, the Communications Coordinators can audit our local food business clients' social media channels and put together strategies to help them succeed. The ideal candidate is both experienced in and excited about current social media trends, and has excellent phone photography and video skills.

Hours: 10 hrs/wk

Compensation: \$19.00 / hour

Benefits: Paid holidays, Paid time off accrual, Paid training, Flexible schedule, Cell phone stipend, Mileage reimbursement

Contract Length: 18 months. Ideal start date: February 01, 2022. Opportunity for permanent position with additional hours and wage increase available after 12 months, pending positive evaluation and status of AMT business development.



Coronavirus Considerations: AMT has a remote working environment

Abundant Montana is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage Black, Indigenous, people of color, LGBTQ+ individuals, and veterans to apply.

AMT Communications Coordinators are expected to:

- Photograph local businesses and local food products for use on social media
- Create short video content and Reels for social media
- Generate social posts and blogs for AMT and our local food business clients
- Maintain a consistent voice and style across all AMT communication channels
- Conduct social media audits for local food business clients
- Develop social media strategies for local food business clients
- Maintain social media accounts internally and for food business clients
- Develop content for webinars, consumer education, and other presentations
- Support our Marketing Services & Fulfillment team as necessary
- Have access to reliable internet and transportation

Desired Qualifications:

- Strong writing and content creation skills
- Phone photography and video production skills
- Experience producing high quality social media content
- Experience in creating social media strategies for businesses
- Quick learner
- Self-directed and comfortable with remote-based work
- Strong time management and organizational skills
- A passion for local food systems and promoting Montana's local food and Montana's purpose-driven local food businesses through social media

Education:

Bachelors degree (preferred)

In a nutshell: Our ideal candidates are self-aware, rooted in confidence and integrity. They are problem-solvers and team players with excellent writing skills and an eye for design. They feel comfortable representing their own creative ideas and questions to the team. Our ideal candidates are organized and thorough, committed to collaborative learning, and passionate about our mission.

To Apply

Please send a resume, along with a cover letter, three professional references, and a portfolio with the samples listed below to: Drew Shanafelt, Abundant MT Director, at drew@abundantmontana.com. Please specify in your application where you are located in Montana.

NOTE: We are also hiring four (4) Local Food Coordinators (LFC) for the Abundant Montana marketing and media hub (15 hr per week, \$18/hr + 10% commission on sales). These LF Coordinators will fill positions in Missoula/Five Valleys, Great Falls/Central Montana, Gallatin Valley, and Billings/Yellowstone Valley. We are open to one person filling both a Communications Coordinator and a Local Food Coordinator position. [Click here for link to the Local Food Coordinator application.](#)

Portfolio sample details:

1. Two writing submission samples: one long form (blog or article, 500+ words) and one short form (2-3 sentences designed to capture audience). Submissions can be something previously written, or use this prompt:
 - 500+ words AND 2-3 sentence summary on something you are passionate about OR about a person, organization, activity or event in your community that inspires you. ([See AMT blog “Grow and Tell Stories” for examples](#))

2. Social Media content. If one or more of the requested items below are items you created in a social media account you managed, let us know your account handle and the dates you managed it, along with item post dates so we can review these. If you have not managed a social media account, review AMT's Facebook and Instagram, and write a sample post using our voice and style:
 - IG or FB post
 - IG reel
 - Social media video from FB, IG, or YouTube

3. Example of design work you are proud of, in any form (e.g., poster, presentation, SM graphic)

About AERO

Abundant Montana is a program of AERO (Alternative Energy Resources Organization). Born during the energy crisis of the 1970's by a group of imaginative pragmatists with a desire to make change and create the world they want to live in, AERO has been supporting communities build a more sustainable Montana for all since 1974. A statewide grassroots organization, AERO focuses on education and resource networking in the sustainable ag and energy/local food system sphere, creating spaces where future food system leaders and inspired community models flourish.