

Announcement Date: December 22, 2022

**Job Title:** Abundant Montana (AMT)  
Communications Coordinator

**Job Type:** Part-time

**Reports to:** Abundant Montana Director,  
Abundant Montana Assistant Director



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

**Application Close Date:** This position is open until filled. Ideal start date is February 1, 2023. Early applications are encouraged and will be considered as they are received. Application reviews begin January 17, 2023. Position status updates will be posted on the Abundant Montana website. Please reach out to Drew Shanafelt, Abundant Montana Director, at [drew@abundantmontana.com](mailto: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, food access enterprises, and the resource organizations that support them all.

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:** 20 hours/week

**Compensation:** \$20.00 / hour

**Benefits:** Paid holidays, Paid time off, Paid training, Flexible schedule, Remote work stipend, Mileage reimbursement

**Contract Length:** Ideal start date: February 1, 2023. Opportunity for permanent position with additional hours and wage increase available after 12 month probationary period, pending positive evaluation and status of AMT business development.

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,

Announcement Date: December 22, 2022

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:**

- Create short video content and reels for social media
- Generate social posts and blogs for AMT and our local food business clients
- Produce visually attractive website content, digital imagery, and graphics
- Maintain a consistent voice and style across all AMT communication channels
- Maintain social media accounts internally
- Support managing AMT's media assets and analytics
- Develop content for webinars, consumer education, and other presentations
- Photograph local businesses and local food products for use on social media
- Support our Marketing Services & Fulfillment team as necessary
- Have access to reliable internet and transportation

**Desired Qualifications:**

- Experience with recipe development, food photography, and/or food blogging
- 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
- Experience with Canva
- 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 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**

Announcement Date: December 22, 2022

[drew@abundantmontana.com](mailto:drew@abundantmontana.com). Please specify in your application where you are located in Montana.

**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, and also attach three examples you like best. 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 for each of the three following formats:
  - 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 in building a more sustainable Montana for all since 1974. A statewide grassroots organization, AERO helps Montanans build place-based, climate healthy and producer-centric community food webs that are robust, resilient, and nourish humans, animals and the land. We believe in partnerships and networks, because community is the future of sustainability.