



**Clean & Healthful.
It's your right, our mission.**

Job Announcement

Title: **2017 Montana Legislative Assistant**

Type: Temporary, fulltime

Location: Helena, Montana

Reports to: Lead Lobbyist

Travel: Minimal in-state travel required

Compensation: \$1,500-\$2,000 per month, DOE (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 slate of progressive energy 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,

Protecting Montana's environment since 1973.

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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.

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 meic@meic.org. **Deadline is October 21, 2016 or until the position is filled.**

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.