



Job Announcement

Title: 2021 Montana Legislative Assistant

Type: Temporary, full time position (January 4, 2021 to April 30, 2021 is preferred, however dates may be negotiable.)

Location: Helena, Montana (Preferred)

Reports to: Lead Lobbyist

Compensation: \$1,500-\$2,000 per month, depending on experience (academic credit may be available depending on the 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 and climate. 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 the 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. Montana's legislature meets in odd numbered years for up to 90 days, typically from early January through the end of April. Due to COVID-19, all or a portion of the lobbying work will be conducted remotely.

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. This will involve research, testifying, production of fact sheets, management of our online bill tracking system, and other duties as they arise.
- 2) Help MEIC conduct outreach to its members, legislators, and the public through a variety electronic, telephone, and social media communication tools.
- 3) Assist with the development of newsletters.
- 4) Assist with production and implementation of online webinars and meetings.

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, InDesign, Zoom, and/or a willingness to learn.

Deadline:

October 23rd, 2020, or until filled.

How to Apply:

Interested applicants please reference “Legislative Assistant” in the subject line and submit a letter of interest, resume, and list of three references via e-mail to Anne Hedges at ahedges@meic.org.

COVID-19

Due to COVID-19 it is still underdetermined how the Montana Legislature will conduct its business. MEIC expects much of the legislative session to occur online but a final decision will not be made until after the election. The legislative assistant position will not be expected to be inside the Capitol. MEIC will be exploring new ideas for educating and influencing legislators and interacting with our members, but safety of staff will be our highest priority.

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.