

WILDERNESS WATCH

Job Announcement

Communications and Outreach Coordinator

Wilderness Watch is seeking a motivated person to fill a new position of Communications and Outreach Coordinator. This is a new position. Wilderness Watch is a national conservation organization, based in Missoula, Montana, that is dedicated to the protection and proper stewardship of the National Wilderness Preservation System, America's crown jewels of wild country.

The Communications and Outreach Coordinator will be primarily responsible for enhancing communication with our members and supporters, expanding Wilderness Watch's presence in the media, and networking with other wilderness activists and organizations around the country.

Responsibilities

The Communications and Outreach Coordinator will oversee preparation and distribution of our primary outreach materials such as the quarterly print newsletter, the *Wilderness Watcher*; monthly electronic newsletter, the *Guardian*; electronic listserv, the *Wildnet*; Action Alerts, and annual report.

The Communications and Outreach Coordinator will be responsible for building WW's presence on the internet by utilizing our website and other internet-based tools (e.g. Facebook, MySpace, etc.). The Communications and Outreach Coordinator will coordinate with WW's membership and development director on efforts to expand Wilderness Watch's membership base.

Other duties include preparing news releases, opinion-editorials for national circulation, and organizing public events and our Wilderness Forum training workshops.

The Communications and Outreach Coordinator will work under the supervision of the executive director. Some travel will be required.

Qualifications

A top applicant will have excellent writing and speaking skills; will be confident and comfortable speaking face-to-face, on the phone, and in front of groups. Proficient computer and internet skills are a must. Previous experience in a similar position and as an activist (staff or volunteer) is a plus and should be described in your application.

The ideal candidate will be self-motivated, passionate about Wilderness, enjoy working as part of a team, be able to handle multiple tasks and to work effectively in an occasionally stressful environment. A sense of humor will serve one well in this job!

Wilderness Watch does not expect any candidate to have extensive experience or demonstrated skills in every aspect of the job description, so please be accurate and forthright in describing your experience and skills. We are interested in people who are willing to learn and explore new ways to further Wilderness Watch's mission by communicating that mission to our colleagues and the public at large, and by broadening our base of support.

Salary and Benefits:

Salary is commensurate with similar organizations in the Northern Rockies, and includes generous health insurance and vacation benefits. Wilderness Watch is an equal opportunity employer.

Applications should include:

- a letter, one page or less in length, explaining why you would like to work for Wilderness Watch and what you would bring to the position of Communications and Outreach Coordinator
- resume with 2-3 references;
- a sample of something you have written (published or unpublished)

Deadline for applications:

Application review begins August 22, 2008, continuing until filled.

Applications should be sent by regular mail or e-mail (attached in WORD or pdf) to:

Wilderness Watch
PO Box 9175
Missoula, MT 59807
wild@wildernesswatch.org