



THE MONTANA HISTORY  
FOUNDATION

April 16, 2019

**JOB POSTING: COMMUNITY OUTREACH COORDINATOR**

The Montana History Foundation, a Helena-based nonprofit organization, seeks an outgoing, energetic person for a half-time (20 hours per week) Community Outreach Coordinator. The ideal candidate will have excellent written and spoken communication skills and enjoy interacting with people from diverse backgrounds.

**Duties/Responsibilities:** within a team, plans and organizes events such as conferences, fundraising events, and workshops. Develops communication and marketing strategies and collateral including news releases, funding appeals, brochures, social media posts and e-newsletters. The position requires occasional evenings and weekends and some expense-paid travel.

**Qualifications:** undergraduate degree in Marketing/Communications preferred. A combination of some college coursework plus three or more years of direct experience may be substituted for college degree. Knowledge of and ability to use appropriate software such as Microsoft Outlook, Word, Excel, PowerPoint, Adobe InDesign, Canva, etc. required.

**About Us:** The Montana History Foundation is a 501(c)(3) charitable foundation that raises money and provides funding for history and preservation projects across the state. Established in 1985, the Montana History Foundation seeks to preserve the legacy of Montana's past through community-based projects. Learn more at: [www.mthistory.org](http://www.mthistory.org)

**Compensation:** commensurate with education and experience (\$16-18/hour to start), and is benefits-eligible.

**To apply:** send cover letter and resume to [charlene@mthistory.org](mailto:charlene@mthistory.org) by May 15, 2019 for best consideration.

**Contact:** Dr. Charlene Porsild, [charlene@mthistory.org](mailto:charlene@mthistory.org)  
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