



Field Coordinator Position Description

Supervisor: Field Director

Preferred Start Date: April 8, 2024; applications accepted on a rolling basis as needed

Hours and Duration: 40 hours/week through November 7, 2024

Compensation: \$23/hour; travel and health insurance reimbursement

Location: We will accept applications from individuals based in or near the following towns:

- Billings
- Bozeman
- Butte
- Dillon
- Fort Benton
- Great Falls
- Havre
- Kalispell
- Livingston
- Miles City
- Missoula
- Polson

Employer:

Montana Rural Voters works to defend and elect candidates for federal office who will champion rural issues. We advocate for candidates who will fight for vibrant communities where small businesses prosper and stay in family hands, where there is a level playing field for farmers, ranchers, and producers, and where clean air and water are protected. We also work to raise the voices of rural people to elected officials once they are in office.

About the Position:

As a Field Coordinator, you will help Montana Rural Voters meet our field goals by reaching out to voters in person and over the phone, as well as recruiting volunteers in your community and beyond. Volunteers will be asked to put up yard signs, barn signs, host house parties, and recruit their friends, family, and community to do the same. This is very much a “people” job. As a Field Coordinator, you won’t be tied to a desk. You’ll meet lots of people and make change happen at the grassroots level.

Necessary Qualifications: Our ideal candidate is a goal-oriented, creative problem solver with demonstrated reliability and trustworthiness. An interest in politics is helpful but not required. Specific qualifications are as follows:

- Ability to build strong relationships with your neighbors and fellow community members
- Passion for our [Montana Rural Voters](#) values; conservation, family agriculture, and investment in working families
- Ability to travel
- Ability to work afternoons and evenings, and some weekends
- Ability to work well independently and as part of a team
- Required: background check, valid driver's license, clean driving record

Specific Responsibilities

- Contact voters and volunteers in person through door-to-door canvassing, and over the phone
- Meet weekly goals for direct voter contact and volunteer recruitment
- Enter data in the field and office
- Recruit, support, and lead volunteers
- Conduct one on one meetings with community members
- Host and attend community events
- Contribute to a healthy, enjoyable, and productive team work environment

Compensation:

- \$23/hour
- Health insurance reimbursement
- Paid time off
- Travel expenses covered
- Non-exempt: eligible for overtime

Hiring Timeline: Applications will be accepted until the position is filled. Interviews will occur on a rolling basis as applications are submitted.

How To Apply: Montana Rural Voters is an Equal Opportunity Employer committed to cultivating and preserving a work environment that is built on the premise of equity. We welcome qualified people of all backgrounds and abilities to apply.

Please apply at the provided link. You are welcome to email sburch@worc.org or call 406-869-1939 with any questions.