



# JOB VACANCY ANNOUNCEMENT

## Events and Outreach Coordinator

**Location:** Helena, Montana

**Anticipated Start Date:** Within two weeks of offer (negotiable)

**Position Type:** Permanent, Salaried position (40hr/week)

**Compensation:** Salary \$44,000 - \$50,000 plus benefits

**Application Deadline:** Priority Review begins Feb 27, 2026

*We will review applications as they are received*

## Overview

This Montana Association of Conservation Districts (MACD) position is part of a statewide effort to serve the interests of Montana's 58 Conservation Districts. MACD is a nonprofit organization with programs to promote local, common-sense conservation. We are looking for someone to join our team to work on our current events and activities, and help us build for the future. The position will primarily focus on the planning and coordination of (1) the Soil Health Symposium (2) statewide Annual Convention for Montana's conservation districts and (3) Area Meetings in collaboration with districts. Further job duties will include support of statewide education and outreach programs and activities including developing and maintaining partnerships within our statewide conservation network. This position has room for both growth and creativity including assisting with development of a statewide education and training program for districts. The successful applicant is friendly, confident, detailed oriented, motivated, and creative. This is a permanent position at 40 hours per week; please note your preferred work schedule and arrangements in your application materials. The hiring team will consider a remote/hybrid position for a highly qualified candidate.

## Core Responsibilities

**EVENT PLANNING & COORDINATION** - Support collaborative planning and delivery of MACD events, and serve as a main point of contact for venue staff, speakers, sponsors, and partners. Lead and coordination for event sponsorships, and work closely with other MACD staff on event marketing and promotion, development of print and digital materials, and the overall planning process.

- **Soil Health Symposium** - Annual event held each February in Billings, drawing 250–400+ attendees. MACD co-hosts the Symposium with the Natural Resources Conservation Service (NRCS) and plans the event through a joint steering committee. Includes administration of the Symposium scholarship program.
- **Annual Convention** - Three-day statewide convention for Montana's Conservation Districts. Each year, this event is planned and hosted by MACD and a rotating group of districts in different locations across the state. Includes coordination of district staff, supervisors, and partners on planning committee, agenda development, soliciting district input for training needs, and support of MACD business during the event.
- **Other MACD and Conservation District Events** - Work with MACD Executive Director and staff to plan and deliver other MACD events, including annual district Area Meetings, in-person Spring Meeting of the MACD board, biennial Legislative Meet and Greet, and MACD participation in partner events.
- **Volunteer & District Engagement** - Work with conservation districts to shape and support MACD events, trainings, and programs to reflect district needs and priorities. Support district involvement in planning and on-the-ground execution, and work with external volunteers to support event and program delivery.

## PARTNERSHIP DEVELOPMENT

- **Building community** - Assists the Executive Director in representing the organization at community events and in establishing positive relationships with community leaders, seeking advantageous partnerships with community businesses, vendors, and individuals.
- **Event & Sponsorship promotion** - Collaborate with the MACD Communications Specialist to develop a Marketing Plan for MACD to help advertise, promote, and generate sponsorship opportunities for our events.
- **Acknowledging partners & sponsors** - Create and maintain a donor stewardship program to recognize partners and sponsors of MACD's work.

## EDUCATION, OUTREACH, AND COMMITTEE SUPPORT

- **Administer National Association of Conservation Districts (NACD) regional programs** such as soil health week, conservation poster contest and regional meetings.
- **Partner collaboration on statewide education and outreach activities** for conservation districts.
- **Assist directing education, outreach, and training subcommittee** to achieve MACD's outreach and education goals.

## Qualifications

- Education: Bachelor's degree in communications, business, natural resources, or comparable field preferred; *Equivalent work experience will be considered in lieu of or substitute in part for the bachelor's degree.*
- Ability and willingness to work outside of standard office hours (i.e., 8am-5pm) when needed (during events)
- Ability and willingness to travel to events and meetings; Up to 10% of the position is travel-based.
- A valid motor vehicle driver's license, which must be maintained during employment. Use of personal vehicles may be required for travel at times, and will be reimbursed for mileage at the current state rate.

## Required Knowledge, Skills, and Abilities

- Ability to communicate clearly and effectively both orally and in writing with conservation districts, board, office staff, landowners, and partner agencies. Ability to establish working relationships with a wide variety of people from differing backgrounds.
- Demonstrated skill in public speaking and proficiency in the use of standard office software and social media. Open to learning new software packages and management tools.
- Must be a self-starter, have a positive attitude, be teamwork and partnership-driven, and have a solution-oriented mindset. Demonstrate the highest level of professional and personal integrity.
- Detail oriented, with the ability to plan, organize, define tasks, and meet deadlines.
- Providing proven ability to direct organizational goals to accomplish objectives, programs, and projects within their time frames and budgets.
- Experience in event planning and volunteer coordination

## Preferred Skills

- Experience working within a Conservation District and/or with natural resources background
- Experience with WordPress and website management

## Compensation

**Wage/Salary** - Salary (40hr/wk) \$44,000-\$50,000 depending on experience.

**Benefit package** - 10 paid holidays, annual sick and vacation leave, a health plan OR wellness stipend, disability insurance paid entirely by MACD, 8% retirement contribution, a work phone OR cell phone stipend, and a flexible work environment.

## To Apply

- Send a **cover letter** indicating your interest, a **resume**, and **three references with contact information** to [hiring@macdnet.org](mailto:hiring@macdnet.org).

*The requirements listed in this job announcement are guidelines, if you meet 70% of these qualifications, we encourage you to apply. Other job experience and skills will be considered, and some on-the-job or professional training can be provided.*

### QUESTIONS?

Email [hiring@macdnet.org](mailto:hiring@macdnet.org) or call [406-443-5711](tel:406-443-5711).

For more information about MACD, visit: [www.macdnet.org](http://www.macdnet.org).

*MACD is an equal opportunity employer.*