



Job title: Communications and Marketing Coordinator

Location: Livingston, MT (hybrid – based in Livingston, MT, with flexibility to work remotely part of the time)

Reports To: Executive Director

Position Type: Part-time, non-exempt (10–15 hrs/week to start, with potential to grow toward full-time).

Independent contractor arrangement will be considered.

Compensation: \$15,000–\$18,000 annual salary, commensurate with experience (pro-rated for 10–15 hrs/week, equivalent to a \$60,000–\$72,000 full-time equivalent rate depending on actual hours worked).

Status: Open until filled

About Montana Freshwater Partners

Montana Freshwater Partners is a 501(c)(3) nonprofit based in Livingston, MT, dedicated to restoring, enhancing, and protecting Montana's rivers, streams, and wetlands through science-based, community-driven solutions. Our programs include the Give Back to the Yellowstone stewardship initiative and the Statewide In-Lieu Fee Wetland and Stream Mitigation Program, among others.

Position Summary

Montana Freshwater Partners is hiring its first dedicated Communications and Marketing Coordinator to build, own and execute our overarching strategy for all external communications for the organization – from website and social media to newsletters, design, events, and press. This is a multidisciplinary role suited to a self-starter who is a creative, big-picture thinker as well as a detail-oriented, reliable executor. The ideal candidate is a confident writer and multi-media communicator with strong organizational instincts and a finger on the pulse of current trends.

Key Responsibilities

Communications Strategy & Content

- Develop and manage an annual communications plan and editorial content calendar, in coordination with the Executive Director and program staff
- Write, edit, and publish content across platforms – website, newsletters, annual impact report, press releases, grant narratives, and program collateral
- Maintain a consistent organizational voice and brand guidelines across all materials
- Track and report communications metrics (engagement, reach, list growth) to the Executive Director and, as needed, the Board
- Serve as a point of contact for media inquiries, cultivate media relationships, and help coordinate press outreach
- Join MFP project managers in the field to capture photos and videos of projects

Content Creation & Digital Marketing

- Manage Instagram and Facebook with regular, engaging content, including partner and sponsor recognition

- Manage email campaigns/newsletters (Mailchimp) to support fundraising, events, and donor stewardship – including donor-facing updates and thank-you communications
- Update and maintain website content (WordPress), including blog posts, events, and calendar
- Monitor basic website/social analytics and apply learnings to improve reach and engagement
- Stay current on platform best practices (SEO, tagging, trends) and identify creative ways to grow MFP's audience

Events & Community Engagement

- Lead the communications, marketing, and promotion strategy for all MFP events (i.e. Beaver Week, Hootenanny, River Cleanup, Ambassador Program tabling, and hosted community gatherings)
- Occasionally represent MFP at community tabling events (farmers markets, film festivals, and partner events)

Design & Visual Content

- Design print and digital materials (posters, handouts, social graphics) using Canva, Adobe Illustrator or InDesign
- Capture and organize photo/video content from events and programs for use across communications
- Maintain a centralized, organized library of visual assets and communications collateral
- Coordinate with external vendors for print production as needed

Qualifications

- Commitment to and passion for Montana's natural resources
- Familiarity with river/wetland restoration, watershed science, Montana's broader natural resources issues, or communicating technical information to a general audience is a plus
- At least 5 years of experience in communications, marketing, or public relations, preferably within the nonprofit or natural resource sectors
- Creative thinker and proven track record of designing, executing, and taking full ownership of high-impact communications strategies
- Proficiency with Mailchimp, Squarespace, Canva, WordPress and social media platforms (Instagram, Facebook, LinkedIn); familiarity with project management tools (e.g. Monday) is a plus
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational skills and attention to detail
- Comfortable working independently and collaboratively in a small, dynamic team
- Flexibility to work occasional evenings or weekends for events

Working Culture

Montana Freshwater Partners fosters a positive, flexible work environment that balances professional and personal life. We are committed to building an inclusive workplace and encourage applicants from historically marginalized groups to apply, even if they don't meet every listed qualification.

To Apply

Please submit a cover letter, resume, and references to Wendy Weaver, Executive Director, at office@freshwaterpartners.org. Applications will be reviewed on a rolling basis, for priority consideration please apply by October 1, 2026. Full position details: <http://freshwaterpartners.org/employment/>