

Montana Farmers Union (MFU) Communication Coordinator

Job Title: Communication Coordinator

Location: 300 River Drive N

Status: Full-time, flexible

PO Box 2447

Reports to: Communications Director

Great Falls, MT 59403

Work status: In-office or hybrid

406-452-6406 office

Position Description:

This Communications Coordinator assists with communications and media for our growing organization. Join a great team doing work that is important for the future of farmers, ranchers and rural communities.

Candidates for this position have above average organizational skills, a growth mindset and a positive attitude. This position works closely with the Communications/Marketing Director to coordinate promotion and advertising.

Specific Duties may include:

- Collection, management and inventory of media assets.
- Contributing to online presence through social media.
- Newsletter contribution/design.
- Experience with Adobe suite programs is a plus: Lightroom, Photoshop, Illustrator and/or InDesign is desirable.
- WordPress website updates.
- Experience in radio advertising.
- Proficiency in creating Google/shared documents.

Candidates will have:

- Ability to work autonomously or as part of a team.
- Problem-solving skills.
- An ability to act decisively based on experience and best-practices.
- Strong communication skills.
- Willingness to adapt and learn new skills.
- Flexibility to work occasional weekends and some in-state travel.
- Proficiency in social media platforms.
- Graphic design experience.
- Some prior knowledge or understanding of agriculture is beneficial and desired.