



BIG HOLE WATERSHED COMMITTEE POSITION DESCRIPTION

Position:	Communications Coordinator
Reports to:	Associate Director
Classification:	Exempt- Full-time
Rate:	\$23-27 hourly

The Big Hole Watershed Committee (BHWC) is a collaborative, science-based conservation organization working to protect and restore the Big Hole River watershed while supporting the ranching heritage, wildlife, and communities of southwest Montana. Our work ranges from watershed restoration and drought resilience to wildlife conflict reduction, education, outreach, and community partnerships.

We are a fast-paced, mission-driven organization that values independence, flexibility, professionalism, and high-quality work. We respect individual schedules and work styles, while maintaining high expectations for creativity, follow-through, and results.

Position Overview

BHWC is seeking a creative, organized, and self-motivated Communications Coordinator to help tell the story of conservation in southwest Montana. This role is ideal for someone who is passionate about natural resources, rural communities, and science communication, and who enjoys working across many forms of media and outreach.

This position is centered around communicating conservation science and community impact through digital storytelling, photography, writing, social media, events, public engagement, partnerships and marketing.

The successful candidate will help document restoration work in the field, support community and donor relationships, maintain BHWC's digital presence, assist with outreach events, and contribute to the overall success of the organization. The role offers significant opportunities for learning, growth, creativity, and professional development.

Work Arrangement

This is a primarily remote position. However, regular in-person participation is expected for:

- Monthly committee meetings in Divide
- Planning meetings and partner meetings
- Conferences, workshops, and outreach events
- Field visits and restoration projects
- Educational and community engagement events
- Regional events such as Montana Folk Festival, Patagonia events, conservation fairs, and similar outreach opportunities

Some evening and occasional weekend work is required.

Location

Preferred within the Big Hole Valley region, including Divide, Wisdom, Dillon, Butte, Anaconda, or nearby southwest Montana communities. Very strong candidates based in locations further away will be considered.

Primary Responsibilities

- Communications & Storytelling
 - Create engaging content for BHWC's website, social media platforms, newsletters, and email campaigns
 - Translate conservation science and restoration work into accessible, compelling public communications
 - Capture photos and short-form video content during field projects, meetings, and events
 - Create Instagram Reels, YouTube Shorts, and other short-form digital media
 - Maintain and update BHWC's website with project updates, stories, photos, and partner recognition
 - Assist with media relations and public inquiries
- Outreach & Public Engagement
 - Represent BHWC at outreach events, conferences, workshops, and community gatherings
 - Help facilitate relationships with project partners, sponsors, donors, businesses, and community members
 - Assist with planning and promotion of public events and educational programming
 - Support donor engagement and fundraising communications
- Organizational Support
 - Assist with meeting preparation and meeting minutes
 - Help with grant reporting and organizational communications
 - Support merchandise and branded gear design, ordering, and inventory management
 - Provide occasional field support to restoration staff and assist with project documentation
 - Help wherever needed in a small-team environment

Transportation

- Position will be expected to use their own dependable vehicle. BHWC will reimburse for mileage expenses at the State approved rate (currently \$0.725/mile).

Desired Qualifications

We recognize that strong candidates may come from a variety of backgrounds. We encourage applicants who are committed to our work and willing to learn.

Preferred qualifications include:

- Passion for conservation, rural communities, and southwest Montana
- Strong writing and communication skills
- Experience managing social media and digital platforms
- Basic photography and video editing skills
- Ability to create short-form video content for social media
- Strong organizational skills and attention to detail
- Ability to work independently while also collaborating effectively with a team
- Comfort working in both office and outdoor environments

- Valid driver's license and reliable transportation
- Experience engaging with rural and ranching communities

Helpful but not required:

- Graphic design experience
- Experience with Adobe Creative Suite, Canva, or similar tools
- Website management experience
- Experience with fundraising, grant-writing or business sponsors
- Film production experience
- Background in natural resources, agriculture, biology, communications, journalism, or related fields

Compensation and Benefits

- Competitive compensation based on experience
- Flexible work scheduling no more than 40hrs/week
- Health insurance and retirement contributions
- Paid vacation and holidays
- Mileage reimbursement for work travel
- Opportunities for bonuses and professional growth
- Significant opportunities for learning, networking, and career development within conservation and nonprofit leadership

Why this Work Matters

This role helps connect people to the conservation work happening across the Big Hole watershed. The stories you help tell will support restoration projects, strengthen community relationships, attract new supporters, and elevate collaborative conservation efforts throughout the West.

How To Apply

Please submit:

- Resume
- Brief cover letter describing your interest in the position and connection to southwest Montana
- 2–3 examples of communications work (social media, photography, writing, video, graphic design, etc.)

Applications will be reviewed on a rolling basis until the position is filled.

Big Hole Watershed Committee, PO Box 21, Divide, Montana 59727

For more information, please contact Tana Lynch, BHWC Associate Director, by e-mail at info@bhwc.org or phone at 406-267-3421.