

The Democracy Project Community Organizers

Position Description & Requirements

DEADLINE: POSITIONS OPEN UNTIL FILLED

Humanities Montana (HM) seeks two enthusiastic and outgoing individuals to become Community Organizers for The Democracy Project in Missoula and Billings. The position will focus on engaging and connecting teens with public institutions and civic engagement projects, in addition to ensuring the operational success of the program.

The programs will bring together teens to work with a librarian over a 5-9 month period to choose and research a project in their community and then create and implement a plan to effect change. While the initial pilot project has a timeline of about nine months, it is expected the program will continue. The part-time positions will require 10-15 hours a week at an hourly wage (\$18-\$24 depending on experience). While hours are flexible, the schedule will most likely include afterschool hours, evenings, and/or weekends.

Responsibilities will include:

- Work with HM Director of Programs and staff to develop a new teen-focused civic engagement project
- Coordinate with youth librarians to recruit teens to the program, and then help them identify community issues and develop strategies for action at the local, district, and state level
- Attend trainings with national leaders
- Build and maintain strategic partnerships with community partners, education advocates, and local officials
- Coordinate culminating public program highlighting the groups' achievements
- Work with HM staff and national trainers to develop evaluation tools

Successful candidates must be willing to travel both within the region and statewide, must be comfortable working in a fast-paced environment; adaptable when managing multiple shifting priorities; ease at managing competing demands and determining priorities independently; comfort and experience with developing and leading trainings and professional development; believe in the power of young people!

REQUIRED QUALIFICATIONS:

- High school diploma
- Organizing experience
- Experience working with young people
- Reliable transportation

APPLICATION PROCEDURE:

All applications must be in writing and will be treated confidentially. Please submit:

- A letter of interest, no longer than one page, expressing your interest in the position.
- Resume
- Three letters of recommendation

Email your application to: kim.anderson@humanitiesmontana.org

Please put Democracy Project in the subject line of your email or on your envelope. Please also indicate in your letter of interest where you saw this job posting. Humanities Montana is an Equal Opportunity Employer and actively seeks a pool of diverse candidates.

Humanities Montana is Montana's state humanities council. Established in 1972, we are one of fifty-six councils across the nation that the National Endowment for the Humanities created in order to better infuse the humanities directly and effectively into public life. For 47 years, Humanities Montana has helped strengthen communities through grants and special programs that reach into every corner of our state. We produce, fund, create, and support humanities-based projects and programs, eye-opening cultural experiences, and meaningful conversations. We connect people, inspire ideas, and deepen mutual understanding.