



Missoula Urban Demonstration Project

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www.mudproject.org

Outreach Coordinator Position Description

The Missoula Urban Demonstration Project (MUD) is a non-profit organization in Missoula, Montana that has existed for 40 years to empower people to build a more sustainable community through tool sharing and hands-on learning. MUD programs include a member-based tool library, educational community events, skill-based workshops, and on-site sustainable living demonstrations.

Position Description

- **Job Summary:** The Outreach Coordinator position will provide communications, outreach, programming, and operational support for all areas of our service. The position will require computer systems skills and strong communication, interpersonal, and organizational skills.
- Part Time Position (10-20 hrs/wk), flexible schedule with some evenings and weekends
- Hourly wage \$15-\$17 per hour

Duties

- Manage MUD's social media channels including Facebook and Instagram
- Manage and update MUD's website
- Create MUD's monthly newsletter and additional eblasts as needed
- Update, create, and maintain marketing materials
- Attend tabling events
- Build partnerships with local businesses and other nonprofits
- Assist with event planning, advertising, and management
- Assist with creating educational resources including blog posts, videos, articles, and other member resources for the tool library
- Assist with fundraising and donor management including building relationships with individual and business donors
- Support donor stewardship through donor acknowledgement, phone calls, follow up, etc.
- Assist with workshop administration including advertising and occasional staffing
- Supervise volunteers for marketing and communications related tasks
- Participate in MUD's outreach committee
- General office communications (phone, e-mail, mail, etc.)
- Other duties as assigned

Minimum Qualifications

- Strong written and verbal communications skills
- Strong computer skills including advanced familiarity with Google Suite, social media, Wordpress, and experience with donor/membership database systems
- Ability to work independently in a focused and efficient manner
- Courteous, professional demeanor

Preferred Qualifications

- Expert computer skills – ability to troubleshoot, find optimal solutions for increasing efficiency of data systems, familiarity with programs and applications including, but not limited to Square, Survey Monkey, Akubo, Mail Chimp, Wordpress, Submittable, Canva, Excel, etc.
- Familiarity with The Missoula Urban Demonstration Project, its mission, program focus and culture
- Nonprofit experience
- Experience with fundraising and grant writing

Benefits:

- Paid time off starting at 6 months
- Flexible work schedule and remote work opportunities
- Free MUD tool library membership

To Apply: Email a cover letter and resume to info@mudproject.org. Applications will be reviewed on a rolling basis. Anticipated start date in November.