## Job Title:
Communications/Convention Partner

## Reports to:
Executive Vice President

## Location:
Helena MT office

## Travel Required:
Some travel may be required

## Level/Salary Range:
Starting: $18.00 per hour  
Potential for bonus/commissions

## Position Type:
Part-time 20 – 25 hours per week  
(some flexibility)  
Has potential to become full-time position

## Date Posted:

## Posting Expires:
Open until filled

### Applications Accepted By:

#### EMAIL:
[bgnudsen@mtada.com](mailto:bgnudsen@mtada.com)

#### MAIL OR IN-PERSON LOCATION:
MTADA, 501 N. Sanders, Helena, MT 59601

## Job Description

### Role and Responsibilities
MTADA is looking for a self-motivated individual who will manage the social media needs of the organization and be responsible for the association’s annual convention media/communication. This will include management of media platforms such as Twitter, Facebook, LinkedIn, Constant Contact (digital newsletter) and website management. The individual holding this position will be included in other communication projects or seasonal projects as needed. As a member of our team, regular reception and office duties will be a part of the role. The position reports to the Executive Vice President.

### Qualifications and Education Requirements
- Must have basic understanding of social media platforms and programs
- Desire to grow the social media presence of the association
- Ability to create publication layout outside of graphic design
- Knowledge of general office/clerical responsibilities to include use of office equipment, email, reception duties
- Must be able to communicate with clients and vendors in a professional manner using various platforms
- Would prefer a minimum of one-year commitment

### Preferred Skills
- Experienced with computer software – Microsoft Office
- Willingness to learn the associations processes and procedures
- Prior experience in event organization helpful/preferred (on-the-job training will be provided

### Additional Notes
This position has the potential to grow into regular full-time employment with MTADA. If the employee is interested and has good performance, they have the opportunity to learn how to lobby, be included in the legislative process and travel to Washington, D.C. to meet with our representatives. The opportunity to get your insurance license (training paid by association) and learn the health, property and casualty fields will be made available to an interested and high-performing employee. There is also the opportunity to learn about the association’s budgeting and financial process along with knowledge of the daily operations of the association.

*MTADA is an Equal Opportunity Employer. Application does not constitute guarantee of employment.*