



FORWARD MONTANA

Civic Education Organizer, Underage Democracy

Because you believe in a Montana that believes in you.

Forward Montana (FMT) is seeking a full-time civic education organizer to manage and scale our statewide high school leadership development and civics education programs – supporting the next generation to make direct change in their local communities and develop personal and professional skills as civic leaders.

The ideal candidate is someone who's an advocate for the vision and values of young people and understands the importance of leadership development. Applicants should be self-starters -- able to propose new ideas, develop projects and build high school programs from the ground up that support high school students and educators – you're not afraid to experiment & try new things. Applicants should have a proven ability (or interest) in building reciprocal relationships with high school-aged people, educators, education-focused organizations, and other stakeholders across the state. Applicants should have a passion for making change, be creative AF, have a sense of humor, and not be afraid to learn the newest TikTok dance.

Applicants should be committed to supporting and growing our tried and true high school programs while staying flexible with an eye towards new opportunities.

Who We Are

Forward Montana (FMT) and Forward Montana Foundation (FMF) are dedicated to engaging and mobilizing young Montanans to help shape their democracy to improve their lives and the lives of fellow Montanans. We put young people and high school students on the front lines of civic engagement statewide, basing our efforts out of Bozeman, Missoula, Billings, and the greater Flathead area.

What You'll Do

The Civic Education Organizer reports to the Program Director, is responsible for the following:

- Develop and scale responsive leadership development & civic education opportunities for high school-aged people across Montana including our high school fellowship, other leadership development experiences, and trainings including facilitation of our Underage Democracy civic exercises; Work directly with high schools, educators, and students to develop young person-centered programming; Develop, modify, and facilitate templates, activities, trainings, and curriculums for the Underage Democracy and High School Fellowship program;
- Expand our high school programs with new opportunities for students to engage with our programming and into new geographic areas of the state; Commitment to growth and evaluation of the success of the high school programs utilizing

data-driven strategies – and the ability to change course depending on what you learn.

- Be a true advocate for the needs, vision, and values of high-school aged people; Develop and maintain relationships with high school-aged people, fellows and interns, local and statewide organizations, and other partners; Seek out opportunities for collaboration and engagement with high school-aged people across all programs and meet them where they're at; Must be comfortable training and supervising ten high school-aged fellows remotely across the state.
- Plan and facilitate statewide (and remote) events including, but not limited to, our peer-led voter registration drive in high schools (Democracy Days) and other community-building events for high school-aged students.
- Work with other members of our organizer team to develop and support campaigns that ensure school boards are meeting the needs of students through policy, action, and curriculum; Ensure students have the opportunity, tools, and resources to engage with their school boards in meaningful ways.

Must-Haves

Here's what success looks like:

- **Relationship-building:** You have experience developing and maintaining strong, collaborative relationships with a diverse group of young people. You're committed to leadership development & ensuring the needs of high school-aged people are reflected across all of FMT's programs. You understand the importance of growing and scaling our programs to new communities. You can maintain a robust network of high school aged-people, educators, and partners statewide and ensure there are consistent opportunities to interact and engage with FMT through facilitation of trainings, 1:1 meetings, events (both virtual & in-person pending COVID-19 guidance), civic holidays, and participation in our statewide events. You're comfortable managing and training peers and young people.
- **Drive to achieve results while being creative and innovative AF:** You have a track record of accomplishing ambitious goals and getting results even when there are obstacles (*think: high school students CRAZY schedules or an unresponsive educator*). You set a high bar and meet it, because you think three (or 30) steps ahead to anticipate hurdles and come up with pragmatic solutions. You're not afraid to make a cold call (or 20), drive to a high school to support them with a voter registration event, wear a costume, participate in the latest social media trend, and are committed to making new connections. You know how to ask for help and act as an advocate for high school students, all the dang time.
- **Actively Anti-Racist:** You are committed to actively contributing to a more equitable and inclusive FMT by facilitating conversations around diversity, equity, inclusion, and justice with interns, fellows, members, and within staff. You're committed to amplifying young voices to advocate for a more progressive, just Montana. You recognize how your own identities show up in the work and welcome, reflect on, and

act on feedback with an eye towards continuous learning about race, ability, and other lines of difference.

Experience working with high school-aged students or in an education setting is preferred, but is not a requirement. We understand that the right candidate may have experience in different areas. If you don't meet all the requirements above but have an interest in learning, we encourage you to apply.

If you were the Civic Education Organizer right now, you would be:

- Meeting with a group of local students to talk about the vision and values they have for their community and helping them build a campaign, action, or event.
- Responding to an upcoming local school board meeting – hosting a public comment training for high school students to testify about an issue that's important to them (and being their biggest cheerleader during the meeting) or supporting a high school fellow in writing an LTE or OpEd about the importance of engaging with your school board.
- Putting together voter registration packages for schools across the state who are participating in Democracy Days, training students on best practices for collecting voter registration, and building all the stoke for the upcoming event.
- Developing the agenda for a community-building event for high school-aged people & delegating roles out to your high school fellows, ensuring your network has a place to gather and talk about what's coming up for FMT and how they can plug in.
- Strategizing with the entire program team about how to create a relevant campaign targeted at new voters who will just be turning 18 before the upcoming election.

What Else You Should Know

Forward Montana is an equal opportunity employer and we value having staff who come from communities that are most impacted by our issues and work. We especially encourage people of color, LGBTQ2S+ people, women, and people with disabilities to apply.

- **Logistics**
 - This position is full-time and is based preferably in Bozeman. However, please apply if you live outside of this area and are interested in the position. There are opportunities for a relocation stipend.
 - You must be comfortable working unconventional hours occasionally -- including nights and weekends.
 - You must have the ability to travel once or twice a month, especially in the summer months (a valid driver's license is required).
 - You're comfortable conducting field work for up to 6-8 hours at a time in all weather conditions.
 - This position includes both in-person and virtual components based on public health guidance around COVID-19.
 - You must be comfortable being managed and building relationships with our statewide team remotely.

- There is a potential to utilize a shared office space with other FMT staff available in Bozeman.

This is a non-exempt position with an hourly rate of \$17-19.24 / hr (that's \$35,360-\$40,000 annual salary). This position is eligible for overtime.

Forward Montana also offers the following benefits:

- Health insurance
- Retirement plan with a 3% match
- Technology reimbursement
- Professional development funds
- Generous paid time off, including paid family and medical leave

How to Apply

Please send a resume and one-pager cover letter stating your interest in the position, why building power with high school students is critical to securing a progressive, vibrant future for Montana, and what skillsets you'd be excited to grow & develop in this position.

If a cover letter isn't your style, try something creative! We're less concerned with the perfect cover letter and more interested in getting to know you, your passions, and what'd you bring to the position -- slideshows, videos, graphics / visuals, portfolio's, or just a more casual tone cover letter are all welcome.

Please send application materials to Amara, Program Director, amara@forwardmontana.org

Applications will be accepted on a rolling basis with a preferred start date of **February 2022**.

