

Youth Voices Field Coordinator Job Posting
Montana Media Lab
University of Montana School of Journalism

Job Description:

The Montana Media Lab seeks a Youth Voices Field Coordinator to serve as a lead instructor and logistics coordinator for teen journalism workshops in rural and Indigenous communities around the region.

Expectations and Responsibilities:

- Serve as a lead instructor for journalism workshops in various settings, including school-based workshops for teens, summertime apprentices for teens, workshops hosted at the University of Montana, and high school teacher training.
- Teach hands-on lessons about journalism basics including journalism ethics, research, interviewing, using audio and visual reporting equipment, writing scripts and captions, and audio and photo editing.
- Lead production for public-facing stories, and work to get them distributed by professional outlets.
- Assist with hiring, training and supervising student instructors and interns.
- Assist with curriculum development, program planning, and coordination with local partners.
- Travel to communities around the region to deliver workshops.
- Assist the Youth Voices team in making plans to grow and improve the program.
- Assist with fundraising and grant reporting tasks.
- Assist with communications and outreach.

Desired Qualifications

A successful candidate should:

- Have experience in media creation or project management.
- Have experience living or working in rural and Indigenous communities.
- Have experience teaching journalism skills and/or media literacy.
- Have experience coordinating educational programs and managing teaching staff.
- Be able to self-guide their work and work within an organization.

Position Details

- This one-year position entails a total of 70-90 days of work over the course of a calendar year.
- The hourly rate for this position is \$25 per hour.
- This position does not qualify for University of Montana benefits.

About the Montana Media Lab

The [Montana Media Lab](#) is a center for journalism outreach and education at the University of Montana School of Journalism. The Lab supports professional journalistic

projects and teaches teens and adults about media. The Lab works closely with the School of Journalism to identify opportunities for outreach and collaborate with faculty and students.

How to Apply

Application Deadline: July 9, 2026 by 11:59 PM (Mountain Time)

Complete applications received by this date will be guaranteed consideration. To receive full consideration, candidates are required to submit all of the required materials. Please submit the following application materials via email to mary@montanamedialab.com:

- Letter of Interest – addressing the stated required skills for the position
- Detailed resume listing education and describing work experience
- Three (3) professional references - Names and contact information