



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: AmeriCorps Coordinator
Status: Exempt – 1.0 FTE
Supervisor: Director of Community Engagement
Location: Missoula

The AmeriCorps Coordinator will be responsible for managing the MLSA AmeriCorps*VISTA program and the Justice for Montanans project (an AmeriCorps State and National project). This includes volunteer recruitment, volunteer training and ongoing management of AmeriCorps members. The AmeriCorps Coordinator also assists with management of MLSA's AmeriCorps grants including grant writing and reporting. The AmeriCorps Coordinator will collaborate with MLSA administration and will report to MLSA's Director of Community Engagement.

Specific Duties:

- Manage MLSA AmeriCorps members statewide, using methods consistent with state and federal law, agency regulations and AmeriCorps policies; in cooperation with the Director of Finance and Administration and the Director of Community Engagement.
- Recruit and support AmeriCorps members each year to fill MLSA's grant funded AmeriCorps slots around Montana.
- Provide for the training needs of AmeriCorps members and sites.
- Develop operational policies for MLSA's AmeriCorps programs.
- Serve as a liaison between MLSA and the field and national offices of the Corporation for National and Community Service.
- Serve as a liaison between MLSA and the Governor's Commission on Community Service.
- Represent MLSA in multiple forums, at the community, state, and federal community service levels as well as at the department and interagency levels, as needed.
- Assess need and provide technical assistance to sites on the interpretation of federal regulations as they relate to grant and personnel issues.
- Provide direct, on-site supervision for AmeriCorps leader(s), as required.
- Monitor the overall budgets for MLSA's AmeriCorps programs, in cooperation with MLSA management.
- Coordinate and conduct performance evaluations for AmeriCorps members.
- Oversee conflict resolution and mediation between AmeriCorps members and their sites and/or site supervisors on a continuum of consequences including coaching, corrective action, progressive discipline and dismissal.
- Develop new and renewal sites for AmeriCorps placement.

- Connect the work of AmeriCorps members and the development of AmeriCorps sites to the overall anti-poverty advocacy mission of MLSA.
- Make individual site visits to each worksite as needed during the service year.
- Report project progress through regular reports, federal renewal applications and end-of-year project reports to the Corporation for National and Community Service and the Governor's Commission on Community Service.
- Other duties as assigned.

Requirements:

- Bachelor's degree from accredited university
- Minimum of three years general work experience requiring a high degree of responsibility, preferred.
- Ability to effectively communicate, to motivate others, and to work collaboratively with diverse groups of people with varying perspectives, and experience and expertise.
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities.
- Excellent written and verbal communication skills
- Excellent attention to detail
- Ability to work independently in a deadline-oriented environment
- A "can do" attitude and a willingness to pitch in where needed
- Strong commitment to insuring equal access to justice
- Computer literacy, including ability to use wordprocessing, spreadsheet and presentation software.
- Ability to travel required.

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: \$32,000 and up, DOE. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply : Send a letter of interest, resume, and three professional references electronically to hring@mtlsa.org

Submission Deadline: November 11, 2011