



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Project Coordinator

Location: Helena, MT

The Project Coordinator will conduct outreach to gather information about the legal needs of disaster victims in Montana and will recruit volunteer (pro bono) attorneys to provide legal services in the targeted areas.

Specific Duties

- Work with MLSA's Director of Pro Bono to integrate disaster legal assistance into MLSA's statewide program.
- Recruit and support volunteers across the state willing to assist with the civil legal needs of victims of disaster.
- Establish and manage an advisory committee tasked with overseeing the development of the program.
- Develop recruitment and training materials for volunteers.
- Develop a statewide network of agencies involved in disaster response and solicit feedback from stakeholders on the civil legal needs of disaster survivors.
- Help to develop technology enhancements to streamline the application and referral process for disaster survivors.
- Coordinate grant compliance.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree, preferred.
- Experience that provides an understanding of the legal needs and challenges arising out of poverty, preferred.
- Experience with recruiting and coordinating volunteers and/or experience as a volunteer.
- Experience with providing services to disaster victims a plus.
- Excellent written and oral communication skills with a high degree of accuracy and attention to detail.
- Ability to work productively in a fast-paced environment with multiple timelines.
- Ability to organize, prioritize and manage multiple activities and tasks.
- Knowledge and proficiency in utilizing computer software such as MS Excel, MS Word, computer-based research, internet-based project management programs, etc.
- Ability to use technologies to communicate with colleagues and volunteers in rural and remote locations.
- Ability to work independently and as part of a team to manage projects. .
- Willingness to travel regularly throughout the state of Montana.

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: \$36,500 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 to hiring@mtlsa.org.

Submission Deadline: Screening of applications will begin immediately. The priority deadline for application is July 2, 2019. The position will remain open until filled.