



## MONTANA LEGAL SERVICES ASSOCIATION

**Position Title:** Administrative Assistant

**Location:** Helena, Montana

The Montana Legal Services Association (MLSA) seeks a dependable and motivated individual to provide part-time administrative support for our Tribal Civil and Criminal Legal Assistance program. Specific duties include monitoring and tracking grant compliance and budgets for 18 subgrantees, preparing and submitting quarterly grant reports, responding to funder requests, organizing and maintaining grant records, and other duties as assigned.

This is a 20-hour per week position located in MLSA's Helena office and is supervised by the Grants Administrator.

### Requirements:

- Associate's degree or minimum of 2 years post-secondary education preferred
- Minimum of 5 years administrative work experience preferred
- Excellent organizational skills, with a proven ability to prioritize and manage tasks
- Excellent communication skills, both written and verbal
- Ability to work both independently and as part of a team
- Good judgment and analytical skills
- Capacity to learn and adapt to change
- Demonstrates dependability and initiative
- Demonstrates concern for the interests of MLSA's clients
- Ability to juggle multiple tasks
- Proficient at computer word processing and use of spreadsheet software
- Willingness to learn and further develop administrative and technology skills and abilities

The Montana Legal Services Association is an Equal Opportunity Employer.

**Salary:** \$20,000 per year for half-time (20 hrs/week). This position qualifies for full benefits including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

**To Apply:** Send a letter of interest, resume, and the names of three references by email to [hire@mtlsa.org](mailto:hire@mtlsa.org).

**Deadline:** The priority deadline for applications is August 16, 2019, and the position will remain open until filled.

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[https://montanalegal.sharepoint.com/sites/Shared Files/Shared Documents/Documents/Administrative/Personnel/Job Postings/All 2019/TCCLA Assistant/Job Posting TCCLA Assistant 2019-08-01.Docx](https://montanalegal.sharepoint.com/sites/Shared%20Files/Shared%20Documents/Documents/Administrative/Personnel/Job%20Postings/All%202019/TCCLA%20Assistant/Job%20Posting%20TCCLA%20Assistant%202019-08-01.Docx)