



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Health Justice Project Coordinator

Location: Helena, MT

The Project Coordinator will work to build a sustainable collaboration between the Montana Legal Services Association (MLSA), and social services agencies in Western Montana, including Human Resource Development Council (HRDC) Community Action Agencies, Community Health Centers, and other agencies that serve children ages 0-5. Working under the supervision of MLSA's Health Justice Partnership Attorney, the Project Coordinator will connect these partners with the civil legal services of MLSA.

The position will meet with social service providers throughout Western Montana to educate service providers on civil legal aid and the impact that legal problems can have on their clients. The position will conduct outreach, train staff on the referral process, and gather information on the need for civil legal services. The position will also work to build sustainable partnerships to better serve families with children ages 0-5 in Western Montana. This position is for the duration of a 12-month project grant, with additional funding possible, but not guaranteed.

Specific Duties

- Develop a full-scale multi-sector partnership to support access to civil legal services for clients of the 0-5 Cohort.
- Build community relationships, cement partnerships, conduct needs assessments, and coordinate training, referrals, strategic communications, and data collection for the Project.
- Collaborate with the Headwaters Foundation 0-5 Regional Coordinator and cohorts, leveraging network building, training, and referral options available to help children ages 0-5 and their families.
- Facilitate a sustainable model based on MLSA's current medical-legal partnership, where all partners contribute to the project to keep it financially sustainable.
- Develop protocols and procedures for screening for legal needs, the referral process, obtaining required authorizations, training, and project evaluation.
- Coordinate grant compliance and submit periodic progress reports to the funder.
- Perform other duties as assigned.

Qualifications

- Minimum of 5 years of experience in project management or similar is preferred.
- Bachelor's Degree, preferred.
- Experience that provides an understanding of the legal needs and challenges arising out of poverty, preferred.
- Experience with community outreach campaigns, preferred.
- 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.

MLSA is an equal opportunity employer. People of color, women, people with disabilities, gay, lesbian, bisexual and transgender persons are welcome and are encouraged to apply.

Salary: \$49,000 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 to hiring@mtlsa.org.

Submission Deadline: Screening of applications will begin immediately. The priority deadline for applications is December 20, 2019. The position will remain open until filled.