



## MONTANA LEGAL SERVICES ASSOCIATION

**Position Title:** Pro Bono Assistant  
**Status:** Non-exempt  
**Location:** Helena, MT

The Pro Bono Assistant will expand pro bono services for low-income people across Montana. Specifically, the Pro Bono Assistant will coordinate pro bono referrals, follow up on pro bono cases after referral, and provide support to pro bono programs as assigned. The Pro Bono Assistant will also support the implementation of the Second Act Justice Project by working with the Pro Bono Coordinator on expansion, implementation, and outreach efforts.

### Specific Duties

- Work with the Director of Pro Bono to manage MLSA's statewide pro bono program.
- Work with the Director of Pro Bono to recruit and support pro bono volunteers across the state.
- Develop materials for the recruitment of volunteers.
- Assist in the coordination of training for pro bono volunteers.
- Communicate as needed with clients and attorneys regarding the status of referrals and cases, in conjunction with the director of pro bono's communications.
- Work with the Director of Pro Bono to expand and support Second Act Justice Project initiatives and projects to expand the spectrum of opportunities available to pro bono emeritus attorneys and volunteers, and the services available to low-income people across the state.
- Work with Director of Pro Bono to implement pro bono advisory board and manage Second Act Justice Project Advisory Board.
- Work with Director of Pro Bono to encourage strong mentorship relationships and support system for Second Act Justice Project volunteers.
- Work with AmeriCorps member to remotely support emeritus volunteers.
- Perform other pro bono-related duties as assigned.

### Minimum Qualifications

- Bachelor's Degree, preferred
- Experience that provides an understanding of the legal needs and challenges arising out of poverty
- Dedication to serving marginalized communities
- Experience with volunteers or volunteering
- Excellent written and oral communication skills
- 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/Works, 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 cooperatively and collegially as a team member within a decentralized statewide law firm
- Self-motivated and dependable
- Ability to work independently with a high degree of accuracy and attention to detail
- Ability to work as a team to manage projects
- Ability to travel, occasionally overnight
- A commitment to working in a diverse workplace that values all voices
- Willingness to learn and further develop technology skills and abilities
- Ability to interface well with the public