



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Project Coordinator
Location: Helena, MT

General Description of the Position

The Project Coordinator will work under the supervision of the Director of Pro Bono to implement all aspects of the Midwest Legal Disaster Grant. Specifically, the Project Coordinator will recruit pro bono attorneys to provide legal services in the areas of need to survivors of disaster and will incorporate those volunteers into MLSA's existing pro bono program. Under the direction of the Director of Pro Bono, the Project Coordinator will work to streamline the process of connecting clients to volunteer attorneys.

Specific Duties

- Work with Director of Pro Bono to integrate disaster legal assistance into MLSA's statewide pro bono program.
- Work with the Director of Pro Bono to recruit and support pro bono volunteers across the state willing to assist with the civil legal needs of victims of disaster.
- Manage an advisory committee tasked with overseeing the development of the program.
- Develop training and training materials for volunteers.
- Work with the HR Manager to work with a statewide network of agencies involved in disaster response to connect survivors of disaster with civil legal services.
- Develop materials for the recruitment of volunteers.
- Communicate as needed with clients and attorneys regarding the status of referrals and cases, in conjunction with pro bono coordinator's communications.
- Review pro bono cases and keep track of duties related to cases.
- Work with Director of Pro Bono to develop technology enhancements that streamline the application and referral process for survivors of disaster.
- Collaborate with community partner organizations.
- Coordinate grant compliance and complete grant reports.
- 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.
- 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 regularly.
- A commitment to providing high quality legal assistance to people living in poverty
- Willingness to learn and further develop technology skills and abilities
- Ability to interface well with the public

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

Salary: \$35,000-\$40,000, 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 hire@mtlsa.org. The priority deadline for applications is December 29, 2020, and the position will remain open until filled.