



Justice for Montanans AmeriCorps Member Montana Legal Services Association – Team Leader, Pro Bono and Outreach

Justice for Montanans members help empower low to moderate income Montanans to advocate for their legal right and increase access to justice.

Term of Service: September 2021 – August 2022

Service Schedule: Team Leader will serve a minimum of 1,700 hours over a 52-week term and receive a living stipend every two weeks. The Leader may take approximately 3 weeks of combined vacation and sick time as well as 10 holidays during the term which will not count towards the 1,700 hour requirement and will typically serve 5 days, 38-40 hours per week.

The Leader will serve in Helena, Montana.

Position Summary:

Make a difference for low-income Montanans and learn about the legal system as a member of Justice for Montanans serving with the Montana Legal Services Association. The Montana Legal Services Association (MLSA) is a nonprofit organization that provides legal services to low-income people throughout Montana. This position focuses on MLSA intake and pro bono which involves answering a helpline, filling out applications for clients, setting them up with an attorney or referring them to other resources, and following up with people who have been assisted by a PB attorney. This Team Leader position also provides support to the Project Director with tasks to help manage and improve the Justice for Montanans (JFM) Project. Supervisor for this position is Mēghan Scott, Project Director. AmeriCorps members will uphold the goals of the JFM Project by increasing access to justice for low to moderate income Montanans.

Specific Position Responsibilities:

- Assist the Director of Pro Bono with follow-ups and any other intake duties revolving around pro bono. (20% or 8 hrs a week)
- Join and assist MLSA's Communication team
- Help with the day-to-day office operations
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate
- Serve as a LiveHelp navigator to provide remote assistance in finding legal information on MontanaLawHelp.org and other websites
- Expand outreach efforts for the JFM project and bring creativity to improving JFM for the future
- Assist with preparation for in-person JFM trainings (Orientation, mid-year, and close of service). This also includes planning National Days of Service.
- Build relationships, attend meetings, and provide trainings with partner organization and other service agencies
- Assist the Project Director with JFM recruitment and attend career fairs.
- Run monthly JFM calls, take the lead on monthly check-in's with members, and provide support to JFM members
- Assist the Project Director with data tracking and analysis
- Attend trainings to broaden your knowledge of the legal system, techniques for working with clients in crisis, and to learn more about important resource providers
- Assist with the updating, maintenance and expansion of the JFM website and JFM social media presence to provide legal information to people throughout Montana.

- Perform other AmeriCorps-related duties (i.e. reporting, timekeeping, service projects, etc.)

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident alien
- Ability to take initiative, effectively communicate, to motivate others, and to work collaboratively with diverse groups of people with varying perspectives, and experience and expertise
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities
- Excellent written and verbal communication skills
- Excellent attention to detail
- Ability to work independently in a deadline-oriented environment
- A “can do” attitude and a willingness to pitch in where needed
- Computer literacy, including ability to use word processing, spreadsheet and presentation software
- Demonstrate good interpersonal skills, public relations and ability to network with professionals
- Ability to appropriately handle confidential information and willingness to sign a confidentiality policy
- Passion for increasing access to justice and assisting low-income individuals
- A driver’s license and personal means of transportation within the state of Montana are highly recommended
- Must pass a national service criminal history check due to contact with vulnerable populations
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals.

Benefits:

- Living allowance of \$17,100 over 48-week term of service
- An AmeriCorps Education Award of \$6,495 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild or foster child.
- Eligible for deferment or forbearance on qualified student loans
- Guaranteed health benefits and child care assistance if qualified
- Hands-on experience and training serving in the legal field
- Opportunity to live, serve, and be part of the AmeriCorps team in the state of Montana

*I have read this position description _____ Date: _____

Member Signature

Questions? Contact Mēghan Scott: jfm@mtlsa.org or 406-442-9830 x143
To apply please visit www.justiceformontanans.org

