



MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Project Coordinator – Tribal Advocacy Incubator

Status: Non-Exempt

Supervisor: Tribal Law Staff Attorney

Location: Helena or Billings

General Description of Position

The Project Coordinator is responsible for developing a MLSA supported project that recruits, trains, and supports tribal advocates on Tribal Land in Montana. Tribal advocates provide civil legal services to tribal member clients located on or near reservations. These services range from brief counsel and advice to more extended representation. This position will conduct outreach, develop training materials, and work with a diverse group of project partners to implement the project. The Project Coordinator will be housed at MLSA and is responsible for working with partners to finalize a project model, develop the project infrastructure, recruit the inaugural group of tribal advocates, and manage the ongoing project and referrals. This position is funded for 18 months with the possibility of extending if funding is available.

Specific Duties

- Develop the project infrastructure
- Develop knowledge and understanding of tribal law advocates and the legal services they provide
- Recruit, train, and support tribal advocates
- Develop and maintain knowledge of general poverty law issues
- Develop training curriculum for tribal advocates
- Coordinate a mentorship program for tribal advocates
- Build collaborative partnerships with tribal communities across Montana and conduct outreach to tribal community members regarding available legal services
- Develop and manage tribal advocate referral structure for eligible clients
- Identify training needs and coordinate training for tribal advocates
- Develop law related educational programs and materials directed to the Native American client community and tribal agencies regarding legal rights and responsibilities
- Refer clients to MLSA intake specialists
- Coordinate with MLSA's Tribal Law Staff Attorney on certain cases
- Coordinate and contribute to project report writing
- Other duties as assigned

Requirements

- Interest in tribal law
- Prior experience working with tribal communities preferred
- Experience in project development

- A willingness to establish and maintain effective relationships with clients, the public, judges, court personnel, project partners and tribal governments
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm
- Ability to work productively in a fast-paced environment with multiple timelines
- Self-motivated and dependable
- Associates degree or higher
- Excellent written and verbal communication skills
- Excellent attention to detail
- A “can do” attitude and a willingness to pitch in where needed
- Strong commitment to insuring equal access to justice
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research
- Ability to travel, occasionally overnight

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: \$40,000 -\$45,000 per year 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 the names of three references by email to hiring@mtlsa.org.

Deadline: Screening of applicants will begin immediately. The priority deadline for applications is June 4, 2021. The position will remain open until filled.