

MONTANA LEGAL SERVICES ASSOCIATION



Job Title: Program Assistant
Location: Helena, MT

The Program Assistant provides support for MLSA programs and staff, and assists with general office duties. The Program Assistant works with clients, and helps clients navigate MLSA programs and the justice system, provides support for the MLSA volunteer (pro bono) lawyer program.

Specific Duties

- Greet and assist walk-in applicants as needed and manage the front office with the support of an AmeriCorps member.
- Coordinate with intake staff to gather relevant information from applicants and clients.
- Provide support to attorneys in the Helena office and throughout MLSA as needed.
- Draft correspondence and simple pleadings or use appropriate MLSA form letters as directed by the Supervising Attorney.
- File pleadings at local courts and examine and retrieve relevant court documents from the courthouse file and other documents as needed or requested.
- Assist with case file management including organizing and maintaining electronic and paper files, entering notations as appropriate, and archiving/destroying closed case files pursuant to MLSA policy.
- Coordinate communication among applicants, clients, intake specialists and pro bono and staff attorneys regarding case and referral status.
- Work with MLSA's Pro Bono Coordinator to administer the Helena Pro Bono program and clinic. This includes scheduling clinics, working with pro bono attorneys, and ensuring that program documents and files are orderly and complete.
- Participate in community outreach and program initiatives as appropriate, including giving community presentations.
- Other duties as assigned by the Supervising Attorney and MLSA management.

Requirements

- Bachelor's degree preferred, or paralegal or associates degree with 2 years' experience.
- Excellent oral and written communication skills.
- Ability to work independently with a high degree of accuracy and attention to detail.
- Ability and willingness to establish and maintain effective relationships with clients, the public, judges, court personnel and the bar.
- Ability to travel, occasionally overnight.
- A commitment to providing high quality legal assistance to a diverse population of eligible clientele in Montana.
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm.
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research.
- Willingness to learn and further develop technology skills and abilities.
- Ability to interact well with the public.

The successful candidate will demonstrate an interest in working with vulnerable populations and a passion for social justice work.

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 and up DOE

To Apply: Send a letter of interest, resume, and three professional references to hr@mtlsa.org.

Submission Deadline: Screening of applications will begin on July 12, 2021 and the position will remain open until filled.