



Justice for Montanans AmeriCorps Member Montana Fair Housing

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 6th, 2022 – August 11th, 2023

Location: Butte, MT

Service Schedule: Member will serve a minimum of 1,700 hours over a 48-week term and receive a living stipend every two weeks. Member may take approximately 2 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. Member will typically serve 5 days, 40 hours per week.

Position Summary:

Position Summary: The mission of Montana Fair Housing is to promote and ensure non-discrimination in Montana through outreach, education, dispute resolution, and enforcement. Montana Fair Housing is dedicated to the elimination of housing discrimination. The Core Values of the organization include welcoming diversity and inclusivity, operating with synergy and accountability, promoting open dialogue and communication, practicing empathy and compassion, bringing passion, patience and optimism, and treating all with dignity and respect.

MFH is a private, nonprofit organization. The AmeriCorps will be responsible for intake-related activities, and update and maintenance of social media platforms. The person filling this position must be able to assimilate information quickly, think critically, work interdependently, respect confidentiality, and maintain empathy. This will include talking with people to obtain information, conducting research, data entry, and maintenance of files. Intake activities frequently involve rapidly developing circumstances and interacting with people experiencing a range of emotions, with differing communication styles, and verbal or written abilities. The AmeriCorps will be supervised by the Executive Director.

Specific Position Responsibilities:

- Must be on-site during established office hours, dependant on AmeriCorps agency's requirements;
- Complete intake and research related activities in an accurate and timely manner;
- Analyze information and provide an appropriate referral when needed;
- Maintain electronic data files related to intake activities and investigation files, including cost and expense reports, in an accurate and timely manner;
- Become familiar with the Federal Fair Housing Act as Amended in 1988 and the Montana Human Rights Act;
- Keep abreast of developments in regulations addressing civil rights and enforcement procedures, and agencies and organizations for referrals;
- Must be able to maintain organizational confidences;
- Ability to identify the interaction between facts and standards of discrimination in order to gather information expeditiously;



- Ability to evaluate information and facts to construct an objective narrative;
- Ability to advise households you need to conduct research and talk with other staff to ensure you respond accurately;
- Maintain and update social media platforms;
- Position requires minimal travel; and
- Other tasks as may be requested by the Executive Director.

Knowledge/Skills/Abilities Required:

- Advanced skill level focused on detail, critical thinking, and written and oral communication;
- Active listening is a must have skill;
- Must be able to use photocopiers, windows operating systems, email and online programs, network and vpn systems, word processing and spreadsheet programs, answering and facsimile machines, calculator, scanner, social media, and cell phone applications;
- Reliable automobile, current automobile insurance, and valid driver's license required;
- Ability to interact and communicate with diverse populations, organizations and agencies;
- Must be able to prioritize tasks, and efficiently and accurately meet both short-term and long-term deadlines;
- The person filling this position must be able to manage time effectively;
- Ability to work interdependently;
- Knowledge of civil rights laws a plus.

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, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrate good interpersonal skills, public relations, and ability to network with professionals
- Demonstrated ability to work independently and as part of a team
- Ability to appropriately handle confidential information and willingness to sign a confidentiality policy
- Basic computer proficiency including Word and some knowledge of Excel and Power Point
- 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*
- Segal Education Award*

- Eligible deferment on qualified student loans
- Health benefits
- Child care assistant to qualified members
- Relocation allowance of up to \$550 if the service site is 50 miles or more from current residence
- Hands on experience in the legal field
- Opportunity to live, serve, and be a part of the AmeriCorps team in the state of Montana

*Current benefit amounts are available on our [website](#) and updated to reflect current funding and benefits approved by AmeriCorps.

Questions? Contact the JFM AmeriCorps Coordinator: jfm@mtlsa.org or 406-442-9830 x143

To apply please visit www.justiceformontanans.org