



## Justice for Montanans AmeriCorps Member

### Montana Legal Services Association – Youth Homeless Demonstration Project and Development Concentration

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**AmeriCorps members will uphold the goals of the Justice for Montanans Program by increasing access to justice for low to moderate income Montanans.**

**Term of Service:** June 2022-August 2022, Summer Internship

**Service Schedule:** Member will serve a minimum of 300 hours over a 9 week term. Members cannot count vacation or sick time towards their service hours. Members will typically serve 5 days, 40 hours per week.

**Service Location:** Helena, MT

**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. The member will help support MLSA's, Youth Homelessness Demonstration Project (YHDP). Specifically, the program works to address the legal needs of youth and young adults struggling with homelessness. While providing MLSA direct services, the YHDP Program also works with community partners across the state to provide youth with the additional support they need. The supervisor for this position is the Youth Homelessness Development Project Navigator.

#### **Specific Position Responsibilities:**

- Assist with client interviews and other intake processes
- Support MLSA's general intake (the process of applying for help from MLSA) by doing intake appointments, helping call back clients, and doing the initial eligibility screening for clients with all legal issues and/or ensure a client meets the criteria to be served by the YHDP Program and make the appropriate referrals
- 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
- Aid in the production of age and population targeted outreach materials and campaigns
- Staff and support outreach efforts for the YHPD Program
- Build relationships, attend meetings, and provide training to partner organizations and other service agencies
- Attend trainings to broaden your knowledge of the legal system, techniques for working with clients in crisis, and to learn more about resource providers in all corners of the state
- Assist with the updating, maintenance and expansion of MLSA websites and social media presence to provide legal information to people throughout Montana.

- Assist with Development Team marketing and outreach efforts, including analyzing data and drafting reports of MLSA services and projects.
- Perform other AmeriCorps-related duties such as reporting, timekeeping, and service projects

**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 of \$16,000 over 48-week term of service pro-rated to the equivalent of a 300 hour service term.
- An AmeriCorps Education Award of \$6,495 upon successful completion of service (prorated for a 300 hour service term). 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
- Hands-on experience and training serving in the legal field
- Opportunity to live, serve, and be part of the AmeriCorps community in the state of Montana

\*I have read this position description \_\_\_\_\_ Date: \_\_\_\_\_  
 Member Signature

**Questions? Contact the AmeriCorps Coordinator:** [jfm@mtlsa.org](mailto:jfm@mtlsa.org) or 406-442-9830 x143  
**To apply please visit:** [justiceformontanans.org](http://justiceformontanans.org)

