



Justice for Montanans AmeriCorps Member Montana Legal Services Association – Team Leader, Intake 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: Current term dates are listed on our [website](#). Members typically start service the day after Labor Day through the 2nd week of August.

Location: Helena, MT

Service Schedule: Member will serve a minimum of 1,700 hours over a 52-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:

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. All members will uphold the goals of the JFM Project by increasing access to justice for low to moderate income Montanans.

Specific Position Responsibilities:

- Assist with general intake (50%) – 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 scheduling or referring appropriately
- Maintain client related files and process online applications
- Answer HelpLine calls as needed
- 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* Lead allowance is \$2,000 more than the standard member 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

