



Justice for Montanans AmeriCorps Member

Montana Innocence Project-Intake and Pro Bono Coordinator

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: Missoula, 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:

Make a difference for low-income Montanans and learn about the legal system as a member of Justice for Montanans serving with Montana Innocence Project. The Intake and Pro Bono Coordinator will be responsible for processing incoming applications for legal assistance to determine eligibility for aid. This position will also assist the Legal Director in coordinating with volunteers and pro bono attorneys to ensure each application for legal assistance is thoroughly and thoughtfully reviewed. All Montana Innocence Project employees and members must embrace, respect, and value diversity of perspectives and experiences. We recognize and appreciate that our work is better for having varied participants and thought partners. The Intake and Pro Bono Coordinator reports to the Legal Director

The Ideal Candidate:

Candidates must possess strong problem solving and communication skills. It is necessary to thoroughly read and review each written application for legal assistance and be prepared to discuss legal facts with volunteers, law students, and attorneys. The Intake and Pro Bono Coordinator must possess the ability to thoughtfully and clearly talk with applicants and their family members regarding the application process while keeping proper lines of confidentiality. The candidate must be comfortable with organization and coordination of volunteers and to be able to give constructive criticism and feedback as necessary.

The Intake and Pro Bono Coordinator must embrace the Montana Innocence Project's mission to not only correct individual miscarriages of justice, but to also expose and reform the systemic dysfunctions of the criminal legal system—including resource disparities, racial bias, and police and prosecutorial misconduct.

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

Specific Position Responsibilities:

- Review and assess applications for legal assistance to determine eligibility for MTIP aid
- Monitor and assign applications to volunteers for in-depth review and follow up as necessary
- Attend weekly roundtable discussions to brainstorm current applications for legal assistance
- Manage in-office schedules of volunteers and communicate any office closures
- Recruit, train, and coordinate volunteers, including pro bono attorneys, law students, and others
- Discuss case status with applicant family members while observing necessary confidentiality practices
- Assist Legal Director in interviewing, onboarding, and off-boarding volunteers and pro bono attorneys
- Organize mail from current clients, current applicants, and new applicants and notify appropriate parties of new correspondence
- Communicate application status to applicants via written correspondence
- Serve remotely as a LiveHelp navigator to help individuals access online legal information and resources

Minimum Requirements

- Experience with Google Suite and/or other organizational legal software such as CLIO
- Ability to thoughtfully and thoroughly review written correspondence
- Strong organizational and communication skills
- Must be able to work with groups of diverse individuals in respectful, equitable, and inclusive ways
- Enthusiasm for the work of the Montana Innocence Project and for social justice, including a demonstrated commitment to public interest
- Shares values of equity, excellence, collaboration, humanity, integrity, respect, and accountability A driver's license and personal means of transportation within the state of Montana are highly recommended
- College degree or equivalent work experience preferred
- A United States citizen, United States National, or legal permanent resident status is required to serve as an AmeriCorps member
- 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.

Workforce Diversity and Equal Opportunity Employment

The Montana Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socioeconomic classes, sexual orientations, ages, gender, and physical abilities to apply. Individuals with personal connections to the criminal legal system are strongly encouraged to apply.



As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.

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

