



Justice for Montanans AmeriCorps Member

Montana Legal Services Association –Communications, Outreach and Intake

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: Current term dates are listed on our [website](#). Members typically start service the day after Labor Day through the 2nd week of August.

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 15 holidays during the term which will not count towards the 1,700 hour requirement.

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 communication and outreach team. While supporting MLSA direct and indirect services, the communications and outreach team also serve with community partners and the MLSA Intake team to provide information and resources to Montanans across the state. The supervisor for this position is the Communications Manager.

Specific Position Responsibilities:

- Provide legal resource information to clients by telephone, email, mail and outreach
- Conduct applicant interviews over the phone, both incoming and outgoing calls
- Develop knowledge of Montana's legal system and legal information to share with client populations and other agencies as appropriate
- Help coordinate remedies with attorneys and partner organizations
- Assist in maintaining client related files and documentation
- Serve as a LiveHelp navigator to provide remote assistance in finding legal information on MontanaLawHelp.org and other websites
- Aid in the production of targeted outreach materials and campaigns
- Staff and support outreach efforts
- 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*
- Segal Education Award*
- Eligible deferment on qualified student loans
- Child care assistant to qualified members
- 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 Staff: jfm@mtlsa.org or 406-442-9830 x1143

To apply please visit www.justiceformontanans.org



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Montana