

Advocate for low-income people across Montana by offering support to our management and administrative staff.

Join Montana Legal Services Association and make justice possible. You'll enjoy Montana's outdoor lifestyle while helping those without a voice in our civil legal system.

MLSA is a progressive Montana non-profit law firm. We offer our staff challenging and fulfilling work, where you can go home each day knowing you made a tangible difference. MLSA provides a supportive and collegial work environment, a healthy work-life balance, and a generous benefits package.

MLSA is an equal opportunity employer and we consider the diversity of our staff to be vital to our organization's success. We strongly encourage and welcome people of all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, ages, genders, and physical abilities to apply.

Who We Are: MLSA is committed to the idea that equal justice under the law is a right, not a privilege. We are zealous advocates for Montanans who struggle to make ends meet and deserve their day in court.

- Our attorneys have pursued impact litigation all the way to Montana's Supreme Court, helping to level the playing field for all Montanans.
- Our staff works with clients statewide and within Montana's Tribal Courts.
- We are nationally recognized for our forward-thinking approach to civil legal aid and for our use of technology to advance the cause of justice for all in Montana.

The Position: We're looking for an Administrative Assistant to be based in MLSA's Helena office. The pay range is \$38,000-\$42,500, depending on experience.

- MLSA offers company-paid health, dental, vision and life insurance; an educational loan repayment assistance program; a 403(b) retirement plan; and eligibility for a health reimbursement or health savings account.
- We also offer a generous paid leave package, including annual, personal and sick leave, and a wellness leave program.
- And if you move from another town in Montana to join us, we offer up to \$500 for relocation reimbursement (or \$1,000 if you move from out of state).

Requirements:

- Prior administrative work experience is preferred, but a demonstrated commitment to social justice, diversity, equity, and inclusion through volunteer activities and internships is valued.
- Ability to remain calm and helpful in a fast paced, high stress environment.

Specific Duties:

- Arrange all travel and conference registration for MLSA staff. This may include but is not limited to: rental cars, parking, meals, contracts, hotel reservations, purchasing airline tickets, and other tasks as needed.
- Open and scan all mail into case management database.
- Enter information into various electronic tracking systems, monitor due dates and coordinate with staff and vendors to obtain the required documentation.

- Post MLSA's job postings and update job list spreadsheet.
- Process and code invoices as chargeable to expense, fund, location and program.
- Process check requests and perform data entry using appropriate accounting software, print checks, attach supporting documentation and organize for appropriate signers.

The Location:

Helena: Montana's capital city, centrally located for a wide variety of outdoor adventures. Helena offers over 80 miles of hiking trails accessible from downtown and its nationally recognized mountain biking trail system offers a full range of expert to family-friendly rides. Cross-country ski trails abound and the local downhill ski area is just 23 miles from Helena and boasts affordable lift tickets, short lift lines, and night skiing on Fridays. Home of the Archie Bray Foundation, Helena Symphony, and many other theaters and museums gives Helena the title, #1 small arts community in the country. Our Helena office is a short walk to Downtown Helena and the Great Northern Town Center featuring great local coffee shops, eateries, craft breweries, a wine bar, a distillery, and handmade ice cream.

Why Should You Apply?

- Live your values and put your passion or degree to work by advocating for people who deserve a voice in our legal system.
- Access to free CLE seminars and opportunities to attend national conferences and trainings.
- The chance to hone your skills in a friendly and supportive work environment.

How to Apply: [Apply Here](#) - Screening of applicants will begin immediately. The priority deadline for applications is June 3, 2022. The position will remain open until filled.

Visit our [website](#) to learn more about MLSA, our staff, and the work we do. If you have any questions, reach out to hiring@mtlsa.org.