



## **MONTANA LEGAL SERVICES ASSOCIATION**

Job Title: AmeriCorps\*VISTA Program Assistant

Location: Helena, Montana

### General Position Description:

The Montana Legal Services Association has an opening for a half-time AmeriCorps\*VISTA Program Assistant. This position is primarily responsible for various administrative functions related to the general operation of MLSA's AmeriCorps\*VISTA Program.

### Requirements

- Graduate of accredited high school or equivalent
- Minimum of three years general work experience requiring a high degree of responsibility, preferably in office administration
- Excellent organizational skills
- Capacity to learn and adapt to change
- Ability to work both independently and as part of a team
- Able to demonstrate dependability and initiative
- Good judgment and analytical skills
- Ability to juggle multiple tasks
- A commitment to providing high quality legal assistance to low income clients
- Proficient at computer word processing, data entry and use of spreadsheet software, including ability to type proficiently
- Sense of humor, helpful

The Montana Legal Services Association is an Equal Opportunity Employer.

Salary: \$11,500. MLSA offers an attractive benefits package, including health, dental, vision, and life insurance, retirement and educational loan repayment assistance.

To Apply: Send a letter of interest, resume, and names of three references to: Montana Legal Services Association, 616 Helena Ave., Suite 100, Helena, MT 59601. Fax: 406-442-9817, E-mail: [hiring@mtlsa.org](mailto: hiring@mtlsa.org).

Submission Deadline: Until Filled.