MONTANA LEGAL SERVICES ASSOCIATION

Position Title: Crime Victim Advocacy Program Fellow
Supervisor: Supervising Attorney for Tribal Law Practice Group
Location: Billings, Montana
Status: Full Time, 24-month position
Salary: $58,800. Montana Legal Services Association offers an attractive benefits package, including health, dental, vision, life insurance, and retirement.

Montana Legal Services Association seeks diverse and dynamic applicants for a 24-month, full-time attorney position at Montana Legal Services as an Equal Justice Works Fellow in the Crime Victims Advocacy Program.

Montana Legal Services Association has been competitively selected by Equal Justice Works as an implementing partner of Equal Justice Works’ Crime Victims Advocacy Program (CVAP), funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC).

The Crime Victim Advocacy Fellow will provide direct civil legal services including legal advice, brief services, and full representation to American Indian crime victims living on the Crow, Northern Cheyenne, and Fort Peck Reservations. Fellows must commit to fulfilling the twenty-four-month fellowship and will sign a Fellowship Agreement with Equal Justice Works.

Equal Justice Works Fellowship
An Equal Justice Works fellowship is an opportunity to transform your passion for justice into a career. As a Fellow, you will be part of a prestigious cohort of attorneys hosted by legal services organizations across the United States. As a Fellow, you will develop experience and skills to be a social justice leader while contributing to a broader community of practice.

Specific Duties
- Interviewing, meeting with, and advising victims of crime with civil legal matters.
- Developing and maintaining specialized knowledge of the legal needs of crime victims.
- Providing services ranging from brief counsel and advice, to more extended representation on core legal issues affecting victims of crime.
- Composing correspondence, pleadings, and other documents.
- Researching the law and preparing memoranda.
- Participating in MLSA’s statewide initiatives and impact work and implementing grant and contract requirements through casework.
- Develop legal resources for use by victims of crime, advocates, and pro bono attorneys.
- Provide training on legal matters affecting victims of crime.
- Actively contributing to and participating in Crime Victims Advocacy Program cohort activities (resource exchanges); interactive webinars and conference call with other Cohort and EJW Fellows and Alumni.
- Contributing to required programmatic reporting.
- Other duties as assigned by the Supervising Attorney.
Requirements

- Law Degree and current license to practice law in Montana preferred, willing to consider candidates awaiting bar exam results or licensure.
- Become licensed to appear in Crow, Northern Cheyenne, and Fort Peck Tribal Courts.
- Prior legal services experience preferred, particularly experience working with crime victims.
- A willingness to assume a varied case load.
- An understanding of the civil legal needs of crime victims, including the unique needs of populations that experience barriers to access to justice systems.
- Knowledge of substantive legal areas affecting crime victims.
- Ability to effectively communicate, to motivate others, and to work collaboratively with diverse groups of people with varying perspectives, experience and expertise.
- Ability and willingness to learn and integrate new technologies and methodologies to efficiently perform responsibilities.
- A willingness to establish and maintain effective relationships with clients, the public, judges, court personnel and the bar.
- Ability and willingness to work cooperatively and collegially within a decentralized statewide law firm.
- Excellent written and verbal communication skills, and attention to detail.
- Ability to work independently in a deadline-oriented environment.
- A “can do” attitude and a willingness to pitch in where needed.
- Strong commitment to insuring equal access to justice.
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs, and computer-based legal research.
- Ability to travel within the state of Montana, occasionally overnight.

Application Instructions

All applications should be submitted online at https://www.equaljusticeworks.org/crime-victims-advocacy-program-fellowship-application/. Applicants should submit a cover letter, resume, writing sample and 2 professional or academic references. Applicants should contact hiring@mtlsa.org with any follow-up questions.

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.

Application Deadline

Applications must be received no later than July 1, 2023. Please note that applications will be reviewed on a rolling basis, so early applications are encouraged.

The Crime Victims Advocacy Program (CVAP) is funded by the U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime (OVC), Award Number 15POVC-22-GK-01116-NONF and authorized under 34 U.S.C. §20103(c)(1)(A) and (c)(3)(E).