

EASTSIDE LEGAL ASSISTANCE PROGRAM

“A threat to justice anywhere is a threat to justice everywhere.”

Dr. Martin Luther King

Volunteer Opportunity - Clinic Coordinator Volunteer

Many low income individuals and families on the Eastside who need legal services cannot afford legal services. Low income individuals and families have, on average, one situation each year where they need legal advice. Eastside Legal Assistance Program (ELAP) provides free legal advice to these individuals and families through legal advice clinics, where volunteer attorneys provide free half hour consultations with the person needing legal assistance. Potential clients in need call ELAP and our Clinic Coordinator screens their issue and income and determines whether we can assist them. You can help us provide these much needed legal services by volunteering as a Clinic Coordinator Volunteer.

The Clinic Coordinator Volunteer provides backup for Eastside Legal Assistance Program's Clinic Coordinator when the Clinic Coordinator is on vacation or out of the office. The Clinic Coordinator Volunteer answers the phone during telephone hours (10:00 am to 1:00 pm) and takes calls from clients and potential clients, identifies legal issues, qualifies clients for services, and schedules clients for legal advice clinics. The volunteer returns calls, confirms attorneys scheduled for advice clinics, confirm clients for clinics, confirms clinics with clinic managers, and reschedules clinics as needed. The volunteer enters data about client contacts in client database.

The Clinic Coordinator Volunteer must have good people skills and must be able to help potential clients identify legal issues and the type of legal help they need. The volunteer must be comfortable with computers, email and data entry.

For more information contact Stan Kehl at stan@elap.org or 425-747-7274 ext 203.