

## **EASTSIDE LEGAL ASSISTANCE PROGRAM**

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

Dr. Martin Luther King

### **Volunteer Opportunity - Data Entry/Office Assistant Volunteer**

Do you like data entry and office work which helps others. Eastside Legal Assistance Program (ELAP) provides legal services to low income people on the Eastside and to survivors of domestic violence from all of King County. There are many low income individuals and families on the Eastside who need legal services cannot afford legal services. There are also many survivors of domestic violence in King County who need legal assistance from an attorney to protect them from the violence which threatens them and often their children.

ELAP has openings for Data Entry/Office Assistant Volunteers. ELAP's clients fill out intake and evaluation forms when they receive assistance from ELAP. As ELAP's Data Entry/Office Assistant Volunteer you will support our clients by entering the client data in our client database and assist with other projects around the office.

A Data Entry/Office Assistant must have good office skills, particularly data entry skills, and must maintain the confidentiality of all client information. No prior legal experience is necessary - ELAP will provide all the training you need.

For more information or a volunteer application, contact Stan Kehl at [stan@elap.org](mailto:stan@elap.org) or 425-747-7274 ext 203.