



EASTSIDE LEGAL ASSISTANCE PROGRAM

www.ELAP.org

Volunteer Opportunity Pro-Bono Office Assistant

Come help make equal access to justice in our community a reality by assisting Eastside Legal Assistance Program (ELAP)'s main office in bringing legal services low-income residents NE East and SE King County.

Your role as the ELAP Pro-Bono Office Assistant will be to provide support for ELAP Program staff to ensure efficient operation of ELAP programs and delivery of client services.

Duties:

- Support Director of Pro Bono Services and the Clinic Coordinator to create and maintain programs that expand our ability to help clients.
 - Providing general clerical and office support including data input and processing; updating in MS Excel, and client database;*
 - Assist in managing relations with pro bono attorneys and general volunteers working on projects.
 - Follow up with legal clinic attorney by phone or email to capture all data on clients and attorney services.
 - Perform other office support tasks as requested
 - Report to ELAP's Director of Pro Bono Services.
- * Training on client database will be provided.**

Hours:

This volunteer position requires coming in to the ELAP offices 10 to 15 hours per week. We ask for a minimum 6-month commitment to ELAP.

Qualifications:

- Commitment to ELAP's mission in promoting equal access to justice;
- Excellent written/oral communication, and analytical skills; superior attention to detail;
- Strong experience using MS Excel and MS Word; quick learner in new database programs;
- Willingness to work well independently and on a team, prioritize responsibilities, and meet deadlines;
- Experience working with low-income client communities, and/or immigrant populations a plus.

Benefits: ELAP is a great way to sharpen skills while gaining new ones.

People of color encouraged to apply.

Application Process:

To apply please submit a completed ELAP General Volunteer Application Form available on the [ELAP website](#). We will contact you shortly to discuss your interest in this position. If you have any questions email chris@elap.org. Thank you!