



EASTSIDE LEGAL ASSISTANCE PROGRAM

www.ELAP.org

ELAP Breakfast Volunteer Opportunities

Come help make equal access to justice in our community a reality by helping out at the 9th Annual Eastside Legal Assistance Program (ELAP) Breakfast for Justice, our largest event of the year held at the Meydenbauer Center to ensure equal access to justice for survivors of domestic violence and low-income residents of King County! You will play a role as we celebrate our 30th year of service. Attendees include reputed King County law firms, attorneys, and community members.

Benefits:

As a volunteer, you have a free ticket to the entire event on the morning of March 22nd from 7 AM – 8:30 AM! It's a chance to eat breakfast and network with attorneys from reputed law firms as well as community members.

Application Process:

To apply please submit a completed ELAP General Volunteer Application Form available on the ELAP website www.elap.org. Thank you for your commitment to equal access to justice.

Document Assistant

Your role as the Document Assistant will be to help prepare all event material the afternoon before (Tuesday, May 21st) the event. We're looking for someone from around 1 - 4 PM.

Duties:

- Assemble name tags for attendees and other event documents as needed
- Prepare documents as directed in ELAP office
- Organize all printed material for use the day of the event
- Report to Alexandra Comstock, Development Director
- Directions will be provided in email

Hours and Location:

When: Tuesday, May 21st from 1:00 PM to 4:00 PM

Where: ELAP Offices, Bellevue, WA 98005 (directions to follow)

For event details see: <http://elap.org/events/breakfast-for-justice>

Qualifications:

- Commitment to ELAP's mission in promoting equal access to justice
- Strong organizational and time-management skills
- Ability to learn quickly and absorb new information

*Member Agency, Alliance for Equal Justice
"It's not justice if it's not equal"*



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Greet and Guide Team Member

Your role as a Greet and Guide Team Member will be to ensure attendees are appropriately welcomed and taken to their appointed seats.

Duties:

- Arrive by 6:30 AM on Wednesday, May 22nd for brief training
- Familiarize yourself with the event space
- Greet all attendees with a friendly and professional demeanor and usher attendees to their appropriate seats
- Business attire required
- Report to Chris Lovings, Operations Manager

***Training will be provided the morning of the event.**

Hours:

When: Wednesday, May 22nd from 6:30 AM to 9:00 AM

Where: Meydenbauer Center, 11100 NE 6th St., Bellevue, WA 98004

The 9th Annual ELAP Breakfast for Justice will begin at 7:00 AM. For event details see:
<http://elap.org/events/breakfast-for-justice>

Qualifications:

- Commitment to ELAP's mission in promoting equal access to justice
- Excellent interpersonal and communication skills, including the ability to respond to the questions and concerns of attendees with a friendly and professional demeanor

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Registration Assistant

Your role as the Registration Assistant will be to ensure efficient operation of the registration table and sign in all attendees.

Duties:

- Arrive at 6:30 AM on Wednesday, May 22nd for brief training
- Set up materials for the registration table
- Greet all attendees with a friendly and professional demeanor
- Ensure that all attendees complete necessary sign in procedures and have their name tags
- Maintain adherence to timings without sacrificing client service
- Oversee the registration materials and put materials away once registration is over
- Business attire required
- Report to Chris Lovings, Operations Manager

***Training will be provided the morning of the event.**

Hours and Location:

When: Wednesday, May 22nd from 6:30 AM to 9:00 AM

Where: Meydenbauer Center, 11100 NE 6th St., Bellevue, WA 98004

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Qualifications:

- Commitment to ELAP's mission in promoting equal access to justice
- Excellent interpersonal and communication skills, including the ability to respond to the questions and concerns of attendees with a friendly and professional demeanor
- Strong organizational and time-management skills
- Ability to multi-task without sacrificing client service satisfaction



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Gift Entry Assistant

Your role as the Gift Entry Assistant will be to ensure efficient and accurate data entry of all gifts into our donor database and assignment of acknowledgment letter.

Duties:

- Arrive at 10:00 AM on Wednesday, May 22nd for brief training
- Accurately record and process all gifts and pledges received from individuals, corporations, foundations and organizations at the event, in donor database management system.
- Report to Alexandra Comstock, Development Director

Hours and Location:

When: Wednesday, May 22nd from 10:00 AM to 4:30 PM

Where: ELAP Offices, Bellevue, WA 98005 (directions to follow)

Qualifications:

- Commitment to ELAP's mission in promoting equal access to justice
- Excellent ability to follow instructions
- Strong attention to detail
- Ability to work on a computer in a database for an extended period of time
- Experience with database input

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