



General Administrative Assistance

General Information: We need clerical support volunteers to assist with copying, scanning, data entry, filing and other administrative tasks in our Development, Human Resources and Pro Bono/Volunteer Departments. You will have an opportunity to work in a professional legal environment and gain skills important for any work setting.

Minimum Time Commitment: Eight hours a week for a minimum of three to six months.

Qualifications: Volunteers must have strong interpersonal skills. Basic computer skills such as working knowledge of Word, Excel, etc. are welcome.

Location:

FAIRFAX OFFICE

145 S. Fairfax Ave. Suite 200

Los Angeles, CA 90036

Located across from the Farmer's Market and the Grove on Fairfax Avenue and 3rd Street.

Position Open To:

- ✓ Paralegals and paralegal students
- ✓ Undergraduate students
- ✓ Community members