



2011-04-29

## **Holocaust Services Advocate**

**General Information:** Bet Tzedek needs volunteers to assist Holocaust Staff Attorneys with case work related to eligibility and processing of Holocaust reparations claims. Volunteers will work directly with Bet Tzedek attorneys and clients and will be responsible for managing their own caseloads. This is a great chance to sharpen your legal and communication skills, and learn about the programs currently assisting Holocaust survivors.

**Minimum Time Commitment:** Eight hours a week for a minimum of 10 weeks. The 8 hour commitment can be fulfilled in 1 day or as many as 3 days.

**Qualifications:** Volunteers must be attorneys, paralegals, paralegal students, or law school students/graduates (or planning to go to law school). Volunteers must be able to communicate clearly with elderly clients. Russian language skills are helpful, but not required. Volunteers must have strong interpersonal skills, as well as an understanding of, and empathy with, the experiences and problems of survivors.

**Responsibilities:** Interviewing clients; legal research and writing; assisting clients with reparations applications and related paperwork.

### **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:**

- ✓ Attorneys
- ✓ Law Students
- ✓ Paralegals and paralegal students