



1200 Fifth Avenue, Suite 700 | Seattle, WA 98101

KCBA Pro Bono Services Neighborhood Legal Clinics

Volunteer Position: Clinic Assistant

Program Description: The Neighborhood Legal Clinics (NLC) offer free 30-minute client consultations providing limited legal advice and referrals to low-income to moderate income King County residents and Washington State residents with legal issues in King County. NLC strives to make clinics accessible regardless of barriers such as income, education, language or disability. With 36 clinics countywide, NLC volunteers provide counsel in over 8,000 legal matters annually.

General Duties: Clinic assistants open and close the legal clinic site, answer questions clients may have regarding intake paperwork, and send clinic reports to NLC staff. Assistants may also provide limited research for volunteer attorneys to help provide clients with resource and referral information.

Time Commitment: Volunteers are asked to commit to one clinic shift (typically 2.5 hours) every six to eight weeks for at least one year.

Volunteer Placement: Depending on flexibility and clinic preference, volunteers are placed at a clinic within three to six months. Those who wish to volunteer in North Seattle or on the Eastside may experience a longer wait. There is a high need for volunteers in South King County, where there is typically less access to legal resources. NLC has a special need for multi-lingual (primarily Spanish speaking) clinic assistants.

Qualifications:

- Strong organizational and time management skills
- Ability to work with clients from diverse cultural, social and economic backgrounds
- Clinic assistant volunteers are paralegals, law students, those considering law school or community members interested in helping low income clients

Benefits: Volunteering provides a forum for networking with other legal professionals, and building client interaction skills.

Training: All volunteers will be asked to attend the KCBA Pro Bono Services New Volunteer Training in person, and watch program specific training videos online. After this initial training, volunteers will be scheduled to shadow an experienced volunteer at the clinic.

Apply online: http://www.kcba.org/pbs/volunteer_app.aspx