



ARE YOU COMMITTED TO SOCIAL JUSTICE AND COMMUNITY SERVICE?

The Employment Law Centre of WA (Inc) (**ELC**) is a not for profit community legal centre which provides employment law advice to vulnerable Western Australian workers. We are recruiting volunteers with a commitment to social justice and community service.

We are currently seeking volunteers who can complete **one or more** of the following shifts on a **weekly basis** for a **minimum period of 6 – 12 months**:

- Mondays 9.30am to 4.00pm
- Tuesdays 9.30am to 4.00pm
- Thursdays 9.30am to 4.00pm
- Fridays 9.30am to 4.00pm

Volunteering to assist with these shifts may involve a variety of tasks, including:

- assisting with client intake and interview over ELC's telephone Advice Line;
- arranging appropriate assistance for eligible clients by way of the Advice Line, or In House Solicitor Appointments;
- referring clients to specialist legal, government and community services, as appropriate;
- undertaking research and drafting materials in relation to a wide range of employment law issues;
- assisting solicitors with client appointments; and
- assisting ELC solicitors, staff and volunteers as required.

How to apply

If you are interested, please send a cover letter (addressing the below selection criteria and **indicating your shift availability**), your resume and your academic transcript to Volunteer Recruitment at administration@elcwa.org.au.

In your cover letter you **must** briefly demonstrate how you excel in the following areas:

- written and verbal communication skills (including being able to effectively communicate with solicitors, vulnerable clients and other staff/volunteers);
- time management and organisational skills (including multi-tasking);
- attention to detail and ability to complete quality written work within tight timeframes;
- computer skills (including quick word processing skills); and
- research skills.

If you do not address the above selection criteria, your application will not be considered.

Applications are due by Friday 8th March 2019.