

**Brookside Service
Opportunity**

**Brookside Initiative
Volunteer Job Description**

Ministry: Neighborhood Christian Legal Clinic

Job title: Office administration

Description of volunteer activity:

Neighborhood Christian Legal Clinic provides free civil legal services to low-income clients. We mainly focus in the areas of housing, immigration, family law, bankruptcy, and tax. We conduct weekly walk-in intake sites throughout the greater Indianapolis area including the Shepherd Community Center, which allows us to serve residents in the Brookside neighborhood.

We are seeking volunteer office administrators who can assist in filing cases, photocopying, sorting mail, answering phones (especially if able to speak Spanish), etc.

Qualifications required:

Organization and attention to detail

Number of volunteers needed:

Five volunteers

Training needed prior to participating:

Training will be conducted on-site and will be completed on an as-needed basis

Frequency of volunteer need:

Daily need; we are looking for volunteers who can commit to providing at least four hours of service on a weekly, or bi-weekly basis, and who can commit to serving for at least six months.

Time:

Anytime Monday through Friday, 9:00 a.m. to 5:00 p.m.

Location:

Neighborhood Christian Legal Clinic, 3333 N. Meridian Street, Suite 201

Contact if you are interested:

Dan Connor at connor@yourchurch.com

Specific questions:

Erin Hougland
AmeriCorps*VISTA Volunteer Coordinator
Neighborhood Christian Legal Clinic

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