

Administrative Assistant/Reception
St Kilda Legal Service Co-op. Ltd.

Organisation Information

Organisation name:	St Kilda Legal Service Co-op. Ltd.
Aim / mission of organisation:	St Kilda Legal Service is one of 45 community legal centres in Victoria. The legal service is committed to providing a free and readily accessible legal service for residents of the City of Port Phillip, Stonnington and Bayside. The core work undertaken includes legal casework, legal education & law reform activities. Our vision is for all members of our local community to have access to demystified and just legal system.
Address:	161 Chapel Street, St Kilda - corner of Chapel & Carlisle Sts.
Phone:	9534 0777
Email:	st_kilda_vic@fcl.fl.asn.au
Operating hours:	Monday, Tuesday, Wednesday & Friday 9.30am-1.00pm and 2.00pm - 5.00pm, Thursday 1.00pm - 5.00pm Night Service: Monday, Wednesday & Thursday 7.00pm - 9.00pm by appointment

Volunteer Position Information

Position title:	Volunteer Administrative Assistant/Reception (several vacancies)
Skills & knowledge:	<ul style="list-style-type: none"> • Experience in administration, preferably within the legal profession; • Data entry experience an advantage; • Commitment to attention to detail; • Sound interpersonal skills; • Commitment to the principles of community legal centres and community development;
Extra Comments:	The Centre is accessible by public transport, particularly trams and the train. The Centre is wheelchair accessible.
Time commitment:	2-3 hours per week
Days required:	Flexible
Location of position:	161 Chapel Street, St Kilda - corner of Chapel & Carlisle Sts.
Contact person:	Anthea Teakle – Volunteer Coordinator
Contact details:	9534 0777