



Senior Legal Hotline

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www.seniorlegalhotline.org

REQUEST FOR VOLUNTEERS -- PUBLIC RELATIONS/OUTREACH

The Senior Legal Hotline is seeking one or more volunteers to help with public relations and outreach to seniors and other community organizations. We are a small, friendly office of four attorneys, two paralegals (hopefully more of each of these soon, funds permitting), clerical/intake staff and various volunteers and student interns. We provide free legal advice and brief services by phone to people over 60.

The job involves seeking out ways to improve our outreach work to individuals and other community organizations, to let people know of our available services. Tasks will include developing outreach plans, calling other agencies, supplying written materials to them and keeping in contact. There may be opportunities to attend occasional meetings with others outside the office or make public appearances to groups of seniors, normally together with a staff attorney or paralegal (transportation costs for outside travel can be reimbursed.).

More and more of this aspect of our work is also computer-connected. Working out reciprocal linking arrangements with other agencies' web sites is an important part of the job, and for someone with the needed skills, improving design, content and functionality of our web site and data bases – both the public section and our internal resource directory -- is a constant need.

Skills needed include:

§ ability to speak clearly and succinctly when gathering or giving information over the phone to a wide range of service providers and senior clients.

§ ability to work independently and follow through with assignments.

§ ability to remain calm in the face of busy phones and difficult situations or clients.

§ a caring attitude toward seniors of all ability levels.

§ cultural sensitivity to lifestyles, language, and disabling conditions.

§ ability to strictly respect the confidentiality of clients.

§ computer skills, especially web design and data base management, are highly desirable.

Speakers of foreign languages are especially valuable.

Hours and days:

Hours of work are extremely flexible during regular daytime hours. Regular office hours are 8:30 to 5, and we have evening hours -- to 8 p.m. Thursdays, snacks provided.

Time commitment is negotiable, though to allow for the continuity and consistency necessary for this aspect of our work, a minimum of 10 hours a week for at least six months (longer if possible) is preferred, though different arrangements can be discussed.

To sign up or for more information, please call (916) 551-2145.