VOLUNTEERS NEEDED:
LEGAL CLINIC INTERPRETER / ADMINISTRATOR

Description:

The Clinic Administrator serves as the front line face of the Community Law Project (CLP). CLP is a legal clinic project of California Western School of Law. CLP works to provide sustainable and competent legal services to low income and indigent members of the local community, while advancing the profession of law by instilling a commitment to public service in CWSL students. As a Clinic Administrator, you will have the opportunity to work hand-in-hand with volunteer attorneys and law students.

Essential Functions and Duties (including but not limited to):

- Greet and sign in clients
- Interpret for Spanish speaking clients and translate materials, as needed
- Manage setting up and taking down of clinic each session
- Regularly assess clinic supplies and forms
- Maintain client files, clinic forms and all materials and data

Required Skills:

- Spanish and English language proficiency
- Basic computer skills
- Organizational, communication and customer service skills
- Significant understanding or willingness to learn about the legal and social issues affecting homeless and/or low-income clients

Openings: Six-month commitment required

- Every other Monday from 5:15 p.m. - 8:30 p.m. (Downtown San Diego)
- Every other Tuesday from 11:30 a.m. – 2:30 p.m. (City Heights)
- Every other Friday from 8:30 a.m. – 11:30 a.m. (City Heights)
- One Wednesday a month from 5:15pm-8:30pm (Solana Beach)

Are you Bilingual in Spanish and English?

Like to Help the Community?

Interested in Networking with Attorneys and Law Students?

Volunteer at a Legal Clinic Near You

JOIN OUR TEAM:
Clinic Sites Located in City Heights, Downtown San Diego, Mid-City, and Solana Beach

CALIFORNIA WESTERN COMMUNITY LAW PROJECT
Check out our webpage at: www.cwclp.org
If interested, contact Lizeth at: CLP@cwsl.edu
Find us on Facebook: @CommunityLawProject