

## Volunteer Office Assistant

Thirty five years ago, volunteers with a passion for and commitment to public service founded Levitt & Quinn Family Law Center. For many years thereafter, we operated exclusively through the contributions of volunteers. Today our organization has grown to include a professional staff of experts in a variety of family law practice areas. Volunteers are still an important part of our mission to ensure stability for children and their families in the face of legal difficulties. Professionals, students, and community members all play a role. Volunteering with us is a great way to support a mission-driven organization, gain experience, and develop your professional and social networks.

Levitt & Quinn is currently seeking volunteers to provide office support in our Westlake/Echo Park office. Office volunteers will help the legal assistants with administrative support including data entry and filing projects, copying, scanning, and general office upkeep.

We seek a minimum volunteer commitment of eight hours per week for a minimum of three months, although we prefer longer term commitments.

Levitt & Quinn's office hours are 8:30am to 5:30 pm, Monday through Friday. We work with volunteers to create opportunities that maximize their unique skills, interests, and experience to best help us serve our client community. Levitt & Quinn is committed to language access and recruiting volunteers fluent in languages other than English, with Spanish being the most common. **To apply for a volunteer opportunity, please download and complete this [form](#). You may email the completed form, as well as a copy of your resume and brief cover letter to [volunteer@levittquinn.org](mailto:volunteer@levittquinn.org).** We look forward to meeting you!