**Legal Administrative Volunteer**

Sanctuary for Families is New York's largest nonprofit agency dedicated exclusively to serving the needs of domestic violence victims, sex trafficking victims, and their children. We offer a comprehensive, interconnected range of services including crisis and transitional shelter, individual and group counseling, legal services, economic empowerment services, a mentoring program, and a specialized program for children who have witnessed or experienced abuse.

Sanctuary for Families envisions a society in which freedom from domestic violence is a basic human right. We are dedicated to the safety, healing, and self-sufficiency of domestic violence victims, sex trafficking victims, and their children.

Sanctuary for Families is currently seeking a legal administrative volunteer in the Manhattan office with filing, data entry, general office administration, and case filing at local courts.

**Qualifications:**

* Available once a week (Monday-Friday), from June 24th – Labor Day
* Must be able to commute to assigned location in Manhattan
* Respect for confidentiality is a must
* Reliable and organized
* Please note that all Sanctuary for Families volunteers need to complete a 2 hour orientation/training session.

**How to Apply:**

Please fill out a volunteer application on our website, www.sanctuaryforfamilies.org, and email it to the Volunteer Program at [volunteer@sffny.org](mailto:volunteer@sffny.org).

\*Please note: Due to COVID-19, we are trying our best to keep our clients, staff, and volunteers as safe as possible. We are hopeful that Sanctuary for Families will resume in-person services by the time summer volunteer and internship opportunities are scheduled to begin. As the situation continues to unfold, we will let all volunteers and applicants know if this plan changes. Thank you for your support!