**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)
* Must be able to work with Salesforce
* 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).   
  
For more information on this and other volunteer opportunities, visit our website!