

## **Position Description**

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### **Administration**

#### **Introduction**

Women's Legal Service Victoria (WLSV) is a not for profit organisation that has been providing free legal services to women for over 30 years. We specialise in issues arising from relationship breakdown and violence against women. WLSV provides free and confidential legal information, advice, referral and representation to women in Victoria.

WLSV initiate and participate in law reform activities, ensuring that clients' experiences are taken into account when legal policy is being developed or when changes are being made to the law.

We deliver legal education, training and professional development to a range of organisations and professional groups.

#### **Purpose of the role**

To provide assistance to administration with administrative duties.

#### **Gender specific role**

This position is for a female. WLSV has exemption #A439 from provision of the Equal Opportunity Act 1995.

#### **Accountability and supervision**

Administration volunteers are provided with supervision and support by WLSV's Administration Team. Volunteers are directly supervised by the Operations Manager.

#### **Hours**

9.00am to 5.00pm one day per week.

#### **Location**

Level 10, 277 William Street, Melbourne

## **Duties**

- Incoming and outgoing mail
- Data entry
- Filing
- Taking reception calls
- Making calls

## **Essential skills**

- Good written and communication skills
- Excellent attention to detail
- Ability to work independently as well as in a team
- Commitment to the role
- Reliable
- Maintaining confidentiality

## **Requirements and commitment**

Experience working within an office environment or studying Business Administration or equivalent to. There is a minimum requirement of once per week for a period of 6 months.

## **Additional information**

If you require additional information, please contact our Office Administrator, Caitlin Watson on 8622 0600.

## **How to apply**

Please forward your resume and covering letter to:  
[volunteerapplication@womenslegal.org.au](mailto:volunteerapplication@womenslegal.org.au)