



## **Pro Bono Volunteer**

### **About Legal Services of the Hudson Valley**

Legal Services of the Hudson Valley is a not-for-profit law firm which provides civil legal services to low-income clients in the lower Hudson Valley. Founded in 1967, LSHV is the primary provider of free civil legal services to 545,000 eligible poor and low-income individuals in Westchester, Putnam, Dutchess, Orange, Rockland, Sullivan and Ulster counties. LSHV has eight offices, a staff of over 136, including 82 attorneys and 27 paralegals. Along with experienced and dedicated volunteer lawyers, LSHV last year handled over 15,500 cases benefiting over 36,000 household members including over 14,000 children.

### **Description of Duties**

Legal Service of the Hudson Valley's Pro Bono Unit seeks a volunteer to provide general administrative support to a collegial team of four attorneys. We recruit and train volunteer attorneys, law graduates and law students who aid in providing service to indigent clients. The volunteer will update and maintain a database, perform general research, organize case files and binders and complete special projects as requested. The individual will gain valuable experience in legal research and familiarity with legal organizations and resources, knowledge of legal communities in counties throughout the Hudson Valley and have the opportunity to assist with the creation of materials and programs to provide legal services to our clients.

### **Requirements:**

- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Outlook, Excel and Word
- Compassion and empathy
- Spanish is a plus

This position is available immediately, and the applicant must be able to commit to 12 hours per week in the White Plains office. Please email resume to [cneiditch@lshv.org](mailto:cneiditch@lshv.org).