**Application for Legal Assistant Volunteer**

Justice Centre Hong Kong is an independent, non-profit, non-political organisation working to advocate with and for marginalised migrant communities in Hong Kong – including asylum seekers, refugees, victims of torture and victims of trafficking. Justice Centre provides direct legal, social welfare and counselling support to people seeking protection in Hong Kong, and conducts professional and peer reviewed research, empowerment initiatives and public campaigns to bring visibility to the issues facing the communities with which we work. For more information about Justice Centre, please visit [www.justicecentre.org.hk](http://www.justicecentre.org.hk).

The **Legal Assistant Volunteer** will report to the Legal Services Coordinator and will be responsible for providing administrative, legal and coordination support to the Legal Services Team to ensure services are provided in a professional sensitive and efficient manner. Please refer to the job description for a detailed list of responsibilities.

We are seeking a full-time volunteer for a minimum commitment of 6 months, however, part-time and flexible arrangements can be negotiated. A daily stipend of $75HKD will be provided to volunteers. We provide extensive training and supervision through the placement and offer regular local and regional networking and professional development opportunities.

To assist us in processing your application for the role, please email the following to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) (subject line: ‘Legal Assistant Volunteer’):

1. Your **CV**;
2. Your **Statement of Interest**;
3. A completed **Volunteer Application Form** (see below);
4. **Two writing samples** (academic/professional; each over 500 words); and
5. Evidence of your **right to work/volunteer in Hong Kong**.

**JUSTICE CENTRE LEGAL SERVICES**

**VOLUNTEER APPLICATION FORM**

**References**

Please provide the details of two referees. One should be your current employer (if any), and it would be preferable if the other were to be someone who has known you in an academic or professional capacity.

|  |  |
| --- | --- |
| Full name |  |
| Email address |  |
| Relationship |  |

|  |  |
| --- | --- |
| Full name |  |
| Email address |  |
| Relationship |  |

**Date of availability to take up the Voluntary Position**

If successful, what is the earliest available date upon which you would be able to start with Justice Centre Hong Kong?

**Availability to Volunteer**

Can you please indicate below your availability to volunteer?

|  |  |  |
| --- | --- | --- |
|  | 9:30 AM – 6:00 PM  (Yes / No) | If No, please indicate your available time (e.g., 9:30 AM – 1PM; or Not Available all day) |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |

**Duration**

Are you able to commit to a minimum 6 months with Justice Centre Hong Kong?  Yes  No

If no, please state your maximum period which you are able to commit to a volunteer position with Justice Centre Hong Kong:

**Right to Work/Volunteer**

Do you have the Right to Work/Volunteer in Hong Kong?  Yes  No

If yes, please email us a copy of your Hong Kong Identity Card and/or your current visa.

Please email a copy of your completed Volunteer Application Form with the other requisite documents to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) with the subject line ‘Legal Assistant Volunteer’. Thank you for your interest!