



Women's
Legal Service Qld



UPCOMING EVENTS

MULTI-SENSORY FEAST

Thur 18th Apr
5:30pm to 8:30pm
457 Upper Esplanade, Manly

Email mcugnet@wlsq.org.au



THE LIGHTHOUSE LUNCH

Fri 19th Apr
11:00am to 4:00pm
Victoria Park, 309 Herston Road



DISCO FEVER FUNDRAISER

Sat 20th Apr
3:30pm to 08:30pm
Warehouse 25 Milton



SECRET DANCE PARTY

Sat 4th May
6:00pm to 10:00pm
It's Still a Secret, 48 Montague Road, Brisbane



wlsq.org.au



Women's
Legal Service Qld



UPCOMING EVENTS

XENNOX DIAMONDS CHAMPAGNE EVENT

Thur 9th May
5:30pm to 8:00pm
Xennox Diamonds, Level
2/141 Queen St, Brisbane
City

Email [mcugnet@
wlsq.org.au](mailto:mcugnet@wlsq.org.au)



DANCING CEO'S 10 YEAR ANNIVERSARY

Sat 25th May
5:00pm to 10:00pm
Hamilton Room, Brisbane
City Hall, 64 Adelaide St.
Brisbane City



RIVER TO ROOFTOP

Fri 2nd Aug
5:00am to 10:00am
111 Eagle St, Brisbane City



wlsq.org.au

Why should I volunteer for Women's Legal Service Qld?



No woman should *ever* have to choose between violence and homelessness. WLSQ's free legal assistance is an essential first step to safety.



Right now, too many women have to choose between staying in an abusive home or being homeless with their children.



Just one hour of volunteering is equal to a \$25 donation. \$25 can help us answer a woman's call to our Statewide Helpline, providing immediate legal support and guidance.



Raise your LinkedIn profile by volunteering and being tagged at one of our events

Want to get in contact?

mcugnet@wlsq.org.au

07 3709 4183

0457 193 732



Volunteer now

to change
a woman's life.



Women's
Legal Service Qld



Join our
regular volunteer register and find out about upcoming opportunities

Would you like to volunteer in our Annerley office?



What will you do?

- Contact clients by telephone to gather feedback and complete a short survey for our annual survey.
- Undertake data entry and data migration for our new client management system.
- Undertake general administrative support, as required.

Skills and capabilities:

- Available to volunteer during business hours and/or 5.00 to 8.00 pm on Monday or Wednesday.
- Experience in an office administration environment is highly desirable.
- High level computer skills and literacy, including Microsoft 365, SharePoint, Teams, databases, office equipment, and willingness to undertake training in relevant areas.
- Good interpersonal and communication skills, both written and oral, including the ability to communicate sensitively and appropriately with vulnerable and disadvantaged clients.
- Excellent organisational and time management skills including the ability to work independently and as a member of a team.
- Sound knowledge and understanding of legal and social issues affecting women, particularly the gendered nature of domestic violence.
- Demonstrated commitment to the mission and values of WLSQ and an ability to work within a feminist framework.
- Being a woman is a genuine occupational requirement for this position (section 25 of the Anti-Discrimination Act 1991 (Qld)).

Both these projects offer a fantastic opportunity to:

- Develop your communication, phone, legal administration skills, computer skills or data management skills in a real-world legal setting.
- Gain valuable experience in client interaction.
- Learn more about WLSQ and expand your professional network.

Ready to join us?

- Interviews will be held virtually via Teams from April 15-19.
- Selected volunteers will attend a mandatory two-hour induction session on Tuesday, April 23 (5:30-7:30 pm) via Teams.
- Applicants will be required to complete a Police Check.

Submit your application

We are looking for a 250-word Expression of Interest and your CV. Email both to volunteers@wlsq.org.au by Wednesday, April 10th (5 pm).