



VOLUNTEER OPPORTUNITIES

Please take a look at our volunteer opportunities listed below and contact Crystal Tabony, Volunteer Coordinator, at ctabony@texasadvocacyproject.org if you're interested in becoming a Project volunteer.

Clerical Aide

Texas Advocacy Project is looking for a volunteer to help with our general administrative tasks.

This volunteer opportunity is perfect for someone who wants to help an important cause, but is not comfortable volunteering with our clients directly. This is more of a "behind the scenes" volunteer position that keeps this place running smoothly.

We currently need a volunteer to shred documents, bundle brochures together, prepare brochure orders for shipment, help with mailings, data entry, printing and/or copying, and other tasks as needed.

Some preference for individuals who are organized, can make a reliable time commitment, can maintain the confidentiality of our clients, and are comfortable working with computer software such as Excel and Word.

Normal business hours are Monday through Friday, 8:30 am – 5:30 pm. We are located in downtown Austin. Due to the sensitive nature of our work, we cannot publish our physical address.

Teen Justice Initiative

Join the Fight for Teen Justice!

Texas Advocacy Project is looking for an enthusiastic volunteer to assist our Teen Justice Initiative with outreach and marketing, with some opportunity to aid in direct services to teens. Time commitment is flexible, with a minimum of 4 hours per week. This opportunity may be especially appropriate for those interested in law, business, counseling, or education.

The Teen Justice Initiative advocates for survivors of teen dating violence by collaborating with groups working on domestic violence and sexual assault; increasing awareness of legal rights among young people, parents, schools, and the community; providing free and confidential legal advice and referrals to victims of teen dating violence in Texas; and providing legal representation to minors seeking protective orders in central Texas.

Some preference for individuals who are professional and highly organized, comfortable working with computer software such as Excel and databases, have their own transportation, and/or have domestic violence or sexual assault background.

Normal business hours are Monday through Friday, 8:30 am – 5:30 pm. We are located in downtown Austin. Due to the sensitive nature of our work, we cannot publish our physical address.

Development & Communications

We're looking for a highly organized and motivated volunteer to help our Development & Communications division. This is a perfect opportunity for anyone interested in learning more about fundraising in the non-profit sector – learn about the behind-the-scenes work required to create successful events, reach out to the community, and build sponsor and donor relationships.

Requirements for this volunteer position are good organizational skills, high attention to detail, excellent writing and research skills, familiarity with data entry and Excel, and a positive attitude.

Normal business hours are Monday through Friday, 8:30 am – 5:30 pm. We are located in downtown Austin. Due to the sensitive nature of our work, we cannot publish our physical address.

Hotline Screener

The volunteer Hotline Screener's role is to assist hotline attorneys in determining which calls are appropriate for our services. A caller's first impression of our Legal Hotlines and of Texas Advocacy Project will often depend on the handling of this initial telephone call.

Volunteer Screeners answer live calls on the hotline, and collect and enter information into an "Applicant Screening Form". Screeners make an initial determination regarding caller's safety, explain the nature of the service the hotline provides, and conduct a conflict check. Screeners then determine whether the call must be declined (making referrals when necessary) or referred to a Project attorney for call back; screeners maintain accurate database records for all calls.

We provide training to enable our volunteer screeners to feel competent in assessing caller needs, and staff is always on hand to answer questions. Minimum 2 hour per week commitment.

Requirements for this volunteer position are familiarity entering information into a computer database; reliable time commitment; compassionate attitude towards victims of domestic violence and sexual assault.

Normal hotline operating hours are Monday through Friday, 8:30 am – 5:30 pm. We are located in downtown Austin. Due to the sensitive nature of our work, we cannot publish our physical address.