



POSITION DESCRIPTION

Position:	Night Service Paralegal
Location:	13a Wingate Avenue, Ascot Vale
Hours & days of work:	Monday nights between 6pm and 8pm 6 month position
Classification:	Volunteer
Reports to:	Volunteer Coordinator and the Supervising Lawyer
Date approved:	June 2026

ABOUT MVLS

Moonee Valley Legal Service (MVLS) is a not-for-profit organisation which is co-located with Wingate Avenue Community Centre in the Ascot Vale Public Housing Estate. MVLS provides free legal advice, assistance and referrals to people who live, work or study within the City of Moonee Valley catchment.

Established in 1985, MVLS provides culturally safe legal advice and representation across criminal, family law, family violence, civil and tenancy law. We also deliver community education, advocacy, and wraparound social supports through our Integrated Services team and Bicultural Worker team.

ROLE SUMMARY

The Night Service Volunteer Paralegal supports the centre's evening legal advice service by assisting solicitors, welcoming clients, preparing documentation, and ensuring smooth service delivery. This role is ideal for law students or early-career legal professionals seeking hands-on experience in a community legal environment.

KEY RESPONSIBILITIES

- Client intake and triage – greeting clients, explaining the service, managing client appointments and assisting with intake forms.
- File and document support – enter accurate information into case management systems and conduct conflict checks where necessary.

- Legal assistance (under supervision) – conduct supervised legal research, assist solicitors during client interviews by taking notes, help prepare follow-up actions (e.g. referrals and resources).
- Service operations – support the coordination of the service by setting up appointment rooms, assisting with administrative tasks (e.g. scanning, printing, organising materials) and closing the service (e.g. tidying, logging off systems, putting equipment away).

KEY SELECTION CRITERIA

- Currently studying law or related discipline (preferred).
- Willingness to undergo a Police Check and/or Working With Children Check.
- Completion of the MVLS volunteer induction program.
- Understanding of, and sensitivity to, the legal needs of vulnerable clients.
- Excellent verbal and written communication skills, as well as computer literacy.
- Ability to liaise with a diverse range of people including vulnerable clients, community groups, agencies, courts, tribunals, government departments, members of the legal profession and interpreters.
- Attention to detail and the ability to follow direction and undertake tasks consistently and competently.
- Be a team player and capable of working in a busy, small team environment.
- Ability to adhere to procedures and processes.

IMPORTANT

- This is a volunteer position.
- Availability for one evening shift per week / fortnight 6pm to 8pm on a Monday night.
- MVLS ask volunteers to commit to a 6 month period.

WHAT YOU'LL GAIN

- Experience working directly with clients in a community legal setting.
- Exposure to a wide range of legal issues (e.g., fines, criminal law, wills and probate, consumer law, civil claims).
- Mentorship from experienced community lawyers.
- Practical skills in interviewing, file management, and legal research.
- Contribution to improving access to justice for vulnerable community members.

HOW TO APPLY

Please email your CV/resume as well as a one-page cover letter to:

Natalie Tenaglia
 Supervising Lawyer
 Moonee Valley Legal Service
ntenaglia@mvls.org.au

Applications close 17 July 2026.