



September 18, 2018

**PARALEGAL POSITION  
AOP/EMPLOYMENT LAW UNIT**

***GBLS is an AA/EO/Handicapped accessible employer committed to diversity in the workforce and regards differences as assets.***

Greater Boston Legal Services (GBLS) has a position for a paralegal position in the AOP/Employment Law Unit to represent low wage workers including Limited English Proficient (LEP) clients with unemployment insurance (UI) cases and to oversee the unit's hiring and supervision of student interns and volunteers handling these cases.

Job duties include overseeing the representation of a high volume of clients in UI cases at the Department of Unemployment Assistance and the Board of Review. This involves reviewing UI intakes on a daily basis to determine which cases should be referred and which should be handled in-house --- including identifying those cases that are important for the unit's systemic advocacy goals. The paralegal is also expected to handle his/her own UI caseload under the supervision of a Senior Attorney. The paralegal's responsibilities also include hiring law interns including reviewing all resumes, interviewing candidates, attending job fairs, writing letters for funding support, and assisting in evaluations of students' work. Once students are hired, the paralegal will be required to train students and volunteers in unit protocols including file maintenance and intakes, disseminate training materials, ensure a wide-range of advocacy opportunities, and oversee work assignments.

**Qualifications:** The paralegal should have: 1) experience in representing clients in adversarial (2 party) administrative hearings; 2) experience with and/or commitment to working with LEP low-income clients; 3) excellent writing skills; and 4) supervision skills. Bilingual ability in Spanish is strongly preferred but skills in other languages are also highly valued.

Salary is based on union scale. GBLS provides a generous benefits package. Interested candidates should submit a cover letter indicating the reason for interest in this position, and resume to Sonia Marquez, Director of Human Resources, at Greater Boston Legal Services via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: EMP- PARALEGAL**. Application deadline: **October 1, 2018** or until position is filled.