



August 26, 2019

DEPUTY DIRECTOR

GBLS is an Affirmative Action/Equal Opportunity/Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.

Greater Boston Legal Services (GBLS) seeks to hire a Deputy Director to work closely with and to support the work of the Executive Director. The Deputy Director will directly supervise substantive unit managers, assist in the development of agency policy, collaborate with regional partners, support human resources and diversity efforts, evaluate advocacy and technology activities as part of a team that supports the provision of civil legal aid to address the causes of and to ameliorate the effects of poverty through systemic advocacy and individual representation.

Employment Requirements: Licensed to practice law in the Commonwealth of Massachusetts (or eligible to practice in Massachusetts); at least ten years' experience as an attorney providing legal services or advocacy to low-income individuals or groups; demonstrated experience supervising management or administrative professional staff; demonstrated project management skills, problem solving, planning and organizational skills. The successful candidate must also possess strong interpersonal skills with excellent verbal and written communications ability. The candidate must have excellent human resource skills including supervision, mentoring, training and development of professional staff with varying experience levels. Must be proficient with the use of computerized legal databases and other technologies.

Salary is competitive within the legal aid environment. GBLS offers a generous benefits package, retirement contribution, a student loan repayment assistance plan for eligible attorneys, and generous PTO leave. Candidates should submit a cover letter, resume and brief writing sample to Sonia Marquez, Director of Human Resources, via e-mail at jobs@gbls.org. Please refer to the **Job Code: ADMIN- DD** when applying for this position. **Deadline is September 9, 2019**, or until position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**