



May 11, 2020

## **PARALEGAL POSITION EMPLOYMENT LAW UNIT**

**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) has a position for a paralegal in the Employment Law Unit. The paralegal's focus will be on representation of low-wage workers, especially those with limited English proficiency, in unemployment insurance (UI) cases. The paralegal will be part of the Employment Law Unit team responding to the job losses resulting from the COVID-19 crisis.

Job duties include:

- Representing clients in UI cases at the Department of Unemployment Assistance, and potentially in appeals to the Board of Review, under the supervision of a Senior Attorney.
- Reviewing, evaluating and in some situations initiating UI case intakes to determine which cases should be referred and which should be handled in-house, including identifying cases important to systemic advocacy goals.
- Training and supervising students and volunteers, including preparing training materials, overseeing intake and case-handling assignments, and assisting in evaluations.

Qualifications: The paralegal should have: 1) experience with and/or commitment to working with LEP low-income clients; 2) excellent oral and written communication skills; and 3) the ability to supervise students and volunteers. Experience representing clients in adversarial (two-party) administrative hearings is preferred but not required. Proficiency in Spanish or another language spoken by GBLS clients desired.

The salary for this position is based on a union scale. GBLS offers a generous benefits package, retirement contribution and generous PTO leave. Candidates should submit cover letter, resume and a brief writing sample to Sonia Marquez, Director of Human Resources, via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: EMP-PARA**, when applying for this position. **Deadline: May 25, 2020** or until position is filled. **GBLS encourages applicants from a broad range of backgrounds and experiences.**