



May 21, 2021

**PARALEGAL
FAMILY LAW UNIT
DOMESTIC VIOLENCE WORKGROUP**

Greater Boston Legal Services (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.

GBLS seeks a full-time paralegal to join the Domestic Violence Workgroup within our Family Law Unit (FLU). FLU prioritizes representation and advocacy for survivors of domestic violence in contested custody matters and abuse prevention proceedings. GBLS provides free legal services and representation to clients in the greater Boston area who cannot afford private legal representation.

The Domestic Violence Workgroup consists of an attorney, a paralegal, and several law students who represent survivors of domestic violence in divorce proceedings, restraining order proceedings, and related immigration petitions under the Violence Against Women Act. The Workgroup also runs the FLU's "Latinas Know Yours Rights" community training project.

Responsibilities

- Work closely with the attorney to oversee administration of the Workgroup;
- Provide regular support and training to students and volunteer attorneys;
- Interview and provide brief service and referral to clients;
- Assist with some case handling responsibilities, including reviewing and drafting basic court pleadings and forms; and
- Assist with Latinas Know Your Rights project, as well as other community outreach.

Qualifications

The successful candidate will be:

- Comfortable working as part of a team and have excellent interpersonal skills;
- Comfortable interviewing and advising domestic violence survivors and interacting professionally with lawyers, students, and community partners;
- A self-starter, who is organized, and detail-oriented;
- Proficient in Microsoft Office applications (i.e., Word, Outlook, basic Excel), and willing and able to learn other similar applications; and

- Able to draft and review letters, training materials, basic court pleadings (prior experience with court forms not required), and other written materials.

Additional Skills and Experience

- Competency in oral and written Spanish is preferred.
- Experience working with low-income clients and community organizations is helpful.
- Familiarity with family law and drafting basic court pleadings is helpful.
- Experience as a paralegal, a Bachelor's degree, or paralegal certification is helpful.

Salary & Benefits

- Salary is based on a union scale. GBLS offers a generous benefits package, including health and dental insurance and generous PTO leave.

How to Apply

- Candidates should submit a letter of interest and resume including a description of any prior public interest legal work or other advocacy on behalf of survivors of domestic violence and/or on behalf of low-income communities and individuals. Applications should be submitted to the Personnel Team via email at jobs@gbls.org. Please refer to **job code: FLU-Para** when applying for this position. **Deadline is June 4, 2021** or until position is filled.

GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.