



October 25, 2021

**PERMANENT 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) is hiring for a permanent paralegal position, to be based in GBLS's Employment Law Unit for at least 12 months with ongoing area of work depending on funding. As part of the Employment Law Unit team responding to the economic impacts of the pandemic, the paralegal will focus on maximizing income for low-wage workers. The work will largely involve representing clients in cases involving unemployment benefits, wage theft, paid family & medical leave, paid sick leave, and tax credits/payments. The paralegal will also help to support the Unit's broader advocacy work, which focuses on achieving systemic policy changes working in close collaboration with worker centers and other community-based organizations.

Job responsibilities include:

- Representing clients in administrative hearings, appeals, and direct agency advocacy.
- Initiating, reviewing, and evaluating client intakes; identifying cases for referral vs. in-house representation; identifying cases that will advance systemic policy advocacy goals.
- Training and supervising students and volunteers, including preparing training materials, overseeing intake and case-handling assignments, and assisting in evaluations.

The paralegal will be supervised by attorneys with extensive experience in the substantive workers' rights issues as well as community-based lawyering and systemic advocacy.

Qualifications: The paralegal should have: (1) experience with and/or commitment to working with low-income clients, (2) excellent oral and written communication skills, and (3) the ability to supervise students and volunteers. Experience representing clients in administrative hearings, working with community-based organizations, and/or working with limited English proficient clients is preferred but not required.

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 via e-mail at jobs@gbls.org. Please refer to **Job Code: EMP-PARA**, when applying for this position. **Deadline for applications is November 22, 2021**, or until the position is filled.

GBLS encourages applicants from a broad range of backgrounds and experiences to submit their applications for this job opening.