



January 21, 2022

RECEPTIONIST POSITION

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.

Greater Boston Legal Services is a social and economic justice-driven organization dedicated to ensuring that all residents of the Greater Boston area are able to meet their basic needs for safety, shelter, and stability. GBLS uses the law to positively change the lives of thousands of low-income clients and their families annually, and to achieve groundbreaking outcomes that challenge the systems that keep people in poverty.

Position: GBLS seeks a part-time (80% time) permanent bilingual Receptionist (Receptionist) to join our team. This position, alongside two other experienced receptionists, serves as the first point of contact for potential and current clients and helps direct them to appropriate resources. This position will begin as fully part of our Reception team but may evolve to include other client intake functions.

Location: This position is based in our Boston office but will be largely remote until the office re-opens, with a potential in-person training period.

Hours: This position is for 28 hours a week. The daily schedule will be based on coverage needs and may change over time but will be regular.

Duties:

- Answer phone and apply protocols to screen callers and understand their needs
- Using online communications system to connect callers to requested extensions or refer appropriately
- Keep client information confidential and use discretion.
- Look up client information in online client database and relay information to client and add notes in database
- Be available between calls to assist with office administrative tasks such as mailing letters and making labels
- Provide some interpretation and translation for staff and clients

Duties in office:

- Greet walk-in clients and respond to their questions
- Occasionally assist clients with filling out basic forms

Qualifications

- Fluency in English and Spanish
- Excellent oral and written communication skills and good judgement
- Ability to maintain professionalism and patience when dealing with high call volume and callers who may be distressed
- Ability to use computer database to enter information and search for information
- Ability to use basic functions of Microsoft Word and Excel
- Responsive to feedback about job performance
- Willingness and ability to learn where to refer callers.

Salary is based on a union scale, with a projection of starting salary between \$29,350 to \$32,550 based on the number of years of experience. GBLS offers a generous benefits package, retirement contribution, and generous Paid Time Off (PTO) leave. Candidates should submit a cover letter, resume, and brief writing sample to the Human Resources Team, via e-mail at jobs@gbls.org. Please refer to **Job Code: GBLS-REC** when applying for this position. **Deadline is February 21, 2022**, or until the position is filled.

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