



August 23, 2023

**ADMINISTRATIVE SECRETARY / LEGAL ASSISTANT (AS/LA)
Employment Law Unit**

Greater Boston Legal Services 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 to fill an AS/LA position in the Employment Law Unit. This position provides an excellent opportunity for a candidate interested in gaining exposure to workers' rights issues and social justice advocacy, engaging with low-income clients from diverse backgrounds, receiving training in multiple areas of employment law as well as relevant technology and software, and being part of a collegial and supportive team committed to advancing the workplace rights and economic well-being of low-wage workers.

The position will combine administrative and legal assistant work to support clients and advocacy staff and to facilitate the smooth functioning of the Unit. This work may include:

- Obtaining intake and other information from clients;
- Following up with clients to provide information and referrals;
- Preparing forms, letters, and other materials to advance clients' legal cases;
- Obtaining interpreters and/or providing interpretation/translation if language skills permit;
- Assisting with orientations and trainings for new staff, interns, and volunteers;
- Using GBLS's case management system to enter case data, check for case conflicts, and compile information for grant reports;
- Engaging in administrative tasks such as preparing unit timesheets and expense reports, distributing mail, and maintaining well-organized supplies and shared workspaces.

Qualifications include: Excellent interpersonal, organizational, time management, written and oral communication skills; strong attention to detail; enthusiasm for working as part of a team as well as independently; and the ability to learn new or updated technology and software. Fluency in a second language (especially Spanish, Portuguese, or Haitian Creole), an interest in contributing to low-wage workers' rights advocacy, and proficiency with Microsoft Office (including Word, Excel, Outlook, and SharePoint) are strongly preferred but not required.

Salary & Benefits

- Starting salary is based on experience, with range from \$44,500 to \$51,500 for candidates between 0 and 10 years of experience.
- GBLS offers a generous benefits package, including low-cost and comprehensive health insurance, retirement contribution, and paid time off.

How to Apply

- Candidates should submit a letter of interest and resume to the Human Resources Team via email at jobs@gbbs.org. Please refer to Job Code: ELU-ASLA when applying for this position. Applications will be accepted on a rolling basis until the position is filled, but applicants are encouraged to submit applications by **September 11, 2023**.

GBLS values diversity and encourages applicants from diverse backgrounds and experiences.