



September 21, 2023

**PARALEGAL (Full-time and Permanent)  
Asian Outreach Center**

**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 is hiring a full-time paralegal to work in the Asian Outreach Center (AOC) and support advocacy in the Vietnamese American community of Greater Boston.

Using a community lawyering model, AOC provides bilingual and bicultural legal services and support for movement building in the low-income, immigrant Asian American community. AOC works in conjunction with community organizers to dismantle racially unjust systems, recognizing that the community and our clients are their own fiercest advocates. Our model enables us to respond to the day-to-day needs of community and inspires our broader work against systemic inequality and oppression. Our major projects include stopping deportations in the Southeast Asian community, fighting against gentrification and displacement in low-income immigrant neighborhoods, educating nail salon workers about their rights, protecting the voting rights of limited English proficient speakers, supporting undocumented Asian immigrants, and advocating for language access.

The paralegal will be a generalist and will assist in a range of substantive law areas. The paralegal will handle cases and advocacy through the lens of community lawyering. The paralegal will participate in community-based intake, conduct research to support client cases and advocacy projects, and represent individual clients in administrative proceedings. The paralegal will support and identify client community needs through outreach, community education, and collaboration with existing and new community grassroots partners.

**Qualifications:**

- Strong familiarity or background in the history of Greater Boston's Asian American community, and/or willingness to learn more about it;
- Strong written and oral communication skills;
- Experience in legal or other advocacy work, or demonstrated proficiency in relevant skills;
- Ability to perform careful, detailed work;
- Flexibility to work some weekends or evenings as needed to accommodate client community and participate in community outreach; and
- Proficiency in Vietnamese is strongly preferred, but not required.

GBLS offers a generous benefits package, retirement contribution, and generous paid-time-off. The position is covered by the collective bargaining agreement between GBLS and the Staff Association, which governs salary and benefits. The salary range starts at \$47,500 with additional compensation for increased years of experience. There is an additional \$950 annually for second language ability if applicable.

Candidates should submit a letter of interest, resume, and writing sample to the Human Resources Team via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: AOC-PARA** when applying for this position. The deadline for applications is **October 23, 2023**, or until the position is filled.

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