



September 14, 2023

HOUSING PARALEGAL Housing 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 seeks an individual for a Paralegal position in the Housing Unit.

The position involves advising and representing individuals and families referred by the City of Boston and works closely with Office of Housing Stability (OHS) of the Mayor's Office of Housing. The position will also involve going to Court and assisting with Attorney for the Day in Housing Court as well as participating in housing clinics with OHS. This paralegal hired for this position must maintain a good working relationship with the Office of Housing Stability and the social service agencies that are vendors with OHS. The job will involve grant reporting, entering non-confidential information into Salesforce with the City of Boston, and maintaining daily contact with OHS staff and elected officials. The position will also involve extensive use of GBLS's client database, Legal Server. This position will work closely with the Managing Attorney of the Housing Unit as well as all the attorneys and paralegals on the Eviction Defense Team within the Housing Unit. If funding for this position changes, the position may require doing other work in the Housing Unit or within GBLS.

Qualified candidates should be able to work quickly given that requests for assistance are received on an on-going emergency basis and may require swift turn-around. Candidate must be able to work cooperatively on a team and have good attention to detail. Applicants must be able to support families in crisis. Additionally, applicants should possess strong advocacy skills that include the ability to communicate effectively and persuasively both orally and in writing. Candidate must be able to engage with attorneys and state agencies to represent families in administrative hearings and informal negotiations.

Salary is based on a union scale. The salary range starts at \$47,500 with additional compensation for increased years of experience. There is an additional payment of \$950 annually for a second language ability if applicable. 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 the **Job Code: HU-PARA** when applying for this position. Deadline is **September 30, 2023**, or until position is filled.

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