



July 15, 2023

**FULL-TIME PARALEGAL (Four Positions)  
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 applications for four Paralegal positions in the Housing Unit.

Position Details:

**1. Chelsea Neighborhood-Based Eviction Defense Project:**

At least one paralegal will be a member of our team working on the City of Chelsea Neighborhood-Based Eviction Defense Project. This position will serve residents of Chelsea facing evictions or housing benefits issues (e.g., subsidy termination, denials of admissions to public housing). The paralegal will collaborate with partner organizations (La Colaborativa and The Neighborhood Developer) and city government, participate in Lawyer for the Day program and will administer a weekly legal clinic in Chelsea. Additionally, the paralegal may be required to take part in other tasks within the full range of Housing Unit activities. Fluency in Spanish is highly preferred for this position.

**2. Grant Compliance and Reporting:**

At least one paralegal will support the Housing Unit's general grant compliance and reporting obligations. This position requires strong writing skills, attention to detail, ability to learn and operate various grant management software, analyze and report data, and work within hard deadlines. Additionally, the paralegal may be required to take part in other tasks within the full range of Housing Unit activities.

**3. Eviction Defense:**

Two paralegals will be hired to provide direct legal representation of tenants, work on rental assistance applications, and support ongoing litigation and eviction defense cases.

Additionally, the paralegal may be required to take part in other tasks within the full range of Housing Unit activities, which may include:

- Support for tenants in public and subsidized housing;
- Support for tenant organizations seeking to preserve affordable housing;
- Legislative and administrative advocacy projects;
- Advising on matters of eviction, housing benefits, or denials of public benefits;
- Facilitating the Attorney for the Day program in Housing Courts;
- Participating in housing clinics and office hours;
- Working with Tenants Organizations and Tenant Associations to provide legal support for organizing efforts; and
- Other housing benefits work as applicable.

**Candidate Qualifications:**

- Ability to work quickly given the urgent nature of the work.
- Cooperative team player with good attention to detail.
- Able to support families in crisis.
- Strong communication skills.
- Fluency in Spanish, Haitian Creole, or other languages prevalent among our clients is encouraged.
- Off-site travel or work outside traditional hours (9-5) may be required. GBLS provides reimbursement for work-related travel and allows for flexible schedules.

**Application and Compensation:**

- All four positions will be interviewed for as a singular applicant job pool. Candidates should indicate any preference or well-matched skill set for the specific jobs listed.
- All four positions are unionized, with salary based on a union scale and additional compensation for increased years of experience. For example, an applicant with 4-6 years of work experience would earn \$50,000 - \$52,000. The union contract also provides for annual salary increases. There is an additional \$950 annually for second language ability, if applicable.
- GBLS offers a generous benefits package, including 98% employer-paid health insurance, retirement contributions, and generous PTO (paid time off) leave.
- GBLS is a hybrid working environment.

Candidates should submit a cover letter and resume to GBLS Human Resources Department via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to the Job Code: **HU-PARA** when applying for this position. Applications will be reviewed on a rolling basis after **July 31, 2024**, and until the positions are filled.

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