



January 21, 2025

**OFFICE ADMINISTRATOR — HOUSING UNIT**

***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 (GBLS) seeks an experienced Office Administrator to join its Housing Unit.

**Responsibilities:** The Office Administrator will oversee the work of the Unit's administrative and intake staff, including responsibility for their job assignments, training, and supervision; assisting in hiring and evaluating; and arranging coverage. Under the direction of the Managing Attorney, the Office Administrative responsibilities may include performing any needed administrative, secretarial, and intake duties; as well as developing, implementing, and coordinating Unit procedures. This is a hybrid position that will allow working from home certain days per week.

**Qualifications:** Candidates must have proven legal, administrative, and/or intake experience. Prior housing and/or legal aid experience is preferred. Candidates with lived experience of displacement and housing instability are strongly encouraged to apply. Fluency in one or more languages spoken by GBLS clients (e.g., Spanish, Haitian Creole) is a plus.

**Compensation and Benefits:** The position is part of the Staff Association union. Salary is based on a union scale. For example, the salary for an applicant with 7 years of experience is \$53,000 with an additional \$950 annual payment for second language ability. GBLS offers a generous benefits package, retirement contributions, and generous paid time off (PTO).

**Application:** Candidates should submit a resume and a letter of interest to the Human Resources Department via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to Job Code: HU-OA when applying for this position. Applications will be reviewed on a rolling basis after **February 5, 2025**.

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