

June 06, 2025

ADMINISTRATIVE ASSISTANT ADMINISTRATION UNIT

Greater Boston Legal Services (GBLS) is committed to fair employment practices. We are proud to employ a staff with the cultural and linguistic competency to work within a variety of communities.

Greater Boston Legal Services (GBLS) seeks a qualified candidate to fill an Administrative Assistant position whose primary responsibilities will be to support GBLS Administration Unit, the Senior Management Team and the Board of Director.

DUTIES/RESPONSIBILITIES:

- Provide high-level administrative support to the Senior Management Team, the Accounting, Development and Human Resources departments and the Administration Unit as a whole, in coordination with a team of administrative personnel.
- Perform clerical and administrative tasks, including preparing meeting minutes, letters, memos, invoices, reports, staff timesheets, contracts, and other payroll, contract and financial documents.
- Maintain agency-wide Outlook and Teams calendar, contact lists and other records for the Human Resources Department and the Administration Unit.
- Coordinate logistical issues for agency-wide calendar, meetings, retreats, and training events.
- Make travel and accommodation arrangements for members of the Senior Management Team, the Board of Directors, and other employees for work-related events.
- Administrative support to Accounting, Development, and Human Resources departments, as needed.
- Perform daily data entry of cash receipts into ERP system.
- Ongoing submittal of Administration invoices into ERP system for manager approval.
- Manage petty cash for meetings, unit needs and provide a backup resource of program units petty cash needs.
- Track lobby activity for annual reporting to Auditor and State.
- Assist the Human Resources Department with job postings, recruitment activities and record keeping.
- Coordinate the internship recruitment procedure and manage the Internship Application Inbox in partnership with the Unit Managers and Supervisors.
- Coordinate logistical arrangements for new employees including on-boarding preparation, orientation meetings and general administration support.
- Answer and direct unit calls to the appropriate staff members.
- Backup administrative support to the Board of Directors and its Committees.

- Distribute necessary forms to new interpreters. Add Interpreter information to the LegalServer database, and ensure the interpreters' roster remains current and updated.
- Perform other related duties as assigned for special projects and/or organizational events.

REQUIRED SKILLS / ABILITIES:

- Minimum 3 years of experience in providing administrative support to a member of the executive team, preferably in a legal or non-profit organization.
- Proven experience in organizational skills with an exemplary professional and positive attitude.
- High Proficiency in Microsoft Office Suite and the ability to learn new or updated software. Familiarity with ADP and database management.
- Ability to function well in a fast-paced environment with excellent time management skills in dealing multiple projects and competing priorities.
- Having good judgment in interpersonal skills and in managing confidential records.
- Excellent verbal and written communication skills.
- Able to handle phone calls and communicate professionally and sensitively with people from all ethnic groups and social backgrounds.

Salary & Benefits

- Starting salary range is \$54,000 to \$60,000 based on experience.
- GBLS offers a generous benefits package including low-cost comprehensive health insurance, retirement contribution, paid time off, and ongoing professional development opportunities.

How to Apply

- Candidates should submit a letter of interest and resume to the Human Resources Team via email at jobs@gbls.org. Please refer to Job Code: **ADMIN-ASST** when applying for this position. Applications will be accepted until the position is filled, but applicants are encouraged to submit applications by **June 30, 2025**.

At GBLS, we recognize our strength comes from the unique contributions of each team member. We invite candidates from all walks of life and backgrounds to apply.