



June 18, 2025

PARALEGAL Immigration Law 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.

GBLS seeks a full-time paralegal to join the Immigration Law Unit (IU). The Immigration Unit represents clients in a range of immigration law matters, including asylum, T and U-visas, VAWA relief, Special Immigrant Juvenile Status petitions, and removal proceedings.

Responsibilities:

- Work closely with unit attorneys to plan and handle client casework and communications, including preparation of immigration applications and drafting of basic written correspondence to clients, courts and administrative agencies;
- As appropriate with experience, conduct client interviews and intakes, and provide brief services and referrals where appropriate;
- Assist with physical and electronic case file management;
- Participate in community outreach, intake and brief service clinics as needed.

Qualifications: the successful candidate will be

- Comfortable working as part of a team and will have excellent interpersonal skills;
- Comfortable interviewing and advising clients from diverse backgrounds and who may have significant histories of trauma and/or violence;
- A self-starter, who is organized, and detail-oriented;
- Proficient in Microsoft Office applications (i.e., Word, Outlook, basic Excel), and willing and able to learn other similar applications; and
- Able to draft letters, immigration applications, and other written materials.

Helpful additional skills and experience:

- Competency in oral and written communication in a second language that is prevalent among our clients, such as Spanish, Haitian Creole, or Portuguese is helpful.
- Experience working with low-income clients and community organizations is helpful.
- Familiarity with immigration law and different types of immigration remedies and/or applications is helpful.
- Experience as a paralegal is helpful.

Salary & Benefits:

Salary is based on a union scale. Effective from July 1, 2025, the salary range for a paralegal with 4 to 6 years of experience will be \$51,000 - \$53,000 with an additional \$950 annual payment for a second language fluency. Starting salary is determined based on work experience and related experience. GBLS offers generous benefits, retirement contribution, and generous Paid Time Off leave.

How to Apply:

Candidates should submit a letter of interest and resume including a description of any prior public interest legal work or other advocacy on behalf of immigrants and/or on behalf of low-income communities and individuals.

Applications should be submitted to the Human Resources Department via email at jobs@gbls.org. Please refer to job code: **IU-PARA** when applying for this position.

Deadline for applications is July 14, 2025 or until position is filled.

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.