



March 13, 2026

PARALEGAL - HOUSING UNIT
(Eviction Record Sealing Program)

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

Greater Boston Legal Services (GBLS) seeks applications for a full-time Paralegal position in the Housing Unit, focused on eviction record sealing.

Position Description: GBLS's Housing Unit was the first in the state to create an eviction sealing record team which has full-time staff devoted to assisting tenants in sealing their past eviction court cases. The team is now expanding and seeking a paralegal whose responsibilities include assisting tenants directly with sealing eviction records; community outreach and education; coordination of clinics; and coordinating the work of staff, volunteers, and pro bono counsel in advising and assisting tenants with eviction records sealing.

The position may also require doing work in other projects of the Housing Unit to support tenants living in public and subsidized housing, tenant organizations seeking to preserve affordable housing, shelter advocacy, legislative and administrative advocacy projects, impact litigation, and any other paralegal work of the Housing Unit.

This is a grant-supported position; if the grant is not renewed, the paralegal may be transitioned to another position at GBLS.

GBLS is a hybrid workplace and will allow work from home several days per week. Off-site travel or work outside traditional hours (Mon-Fri, 9-5) may be required. GBLS provides reimbursement for work-related travel.

Qualifications: We are looking for a candidate who can respond quickly and professionally to requests from applicants, clients, staff members, and external partners. Candidates must be able to work cooperatively on a team and have good attention to detail. Additionally, applicants should possess strong advocacy skills that include the ability to communicate effectively and persuasively both orally and in writing. 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, Portuguese, Arabic) is a plus.

Compensation and Benefits: Salary and benefits are based on a union scale and additional compensation for increased years of experience. A paralegal with 3 to 6 years of experience (including certain educational experiences) would earn between \$50,000 to \$53,000, with an additional \$950 annual payment for a second language ability. GBLS offers a generous benefits package including low-cost comprehensive health insurance, paid time off, and ongoing professional development opportunities.

Application: Candidates should submit (1) a resume, and (2) a letter of interest, each in separate PDF file, to the Human Resources Department via e-mail at jobs@gbls.org. Please refer to Job Code: **HU-PARA (Eviction Record Sealing)** when applying for this position. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis after **March 29, 2026** and 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.