



March 13, 2026

**ADMINISTRATIVE SECRETARY/LEGAL ASSISTANT (AS/LA)  
WORKERS' RIGHTS UNIT**

*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.*

GBLS seeks to fill an AS/LA position in the Workers' Rights Unit. This position provides an excellent opportunity for a candidate interested in gaining experience with workers' rights and social justice advocacy, engaging with low-income clients, receiving training in employment law as well as relevant technology and software, and joining a collegial and supportive team committed to advancing the workplace rights and economic well-being of low-wage workers.

The position will combine administrative and legal assistant work to support both clients and advocacy staff and to facilitate the smooth functioning of the Unit. This work may include:

- Conducting client intakes by phone or in-person;
- Obtaining, organizing, and reviewing documents from clients, employers, and government agencies (including through online portals);
- Following up with clients to provide information and referrals;
- Preparing forms, letters, and other materials to advance clients' legal cases;
- Obtaining interpreters and/or providing interpretation/translation (if language skills permit);
- Assisting with orientation and training for new staff, interns, and volunteers;
- Using GBLS's case management system to enter data, check for case conflicts, and compile information;
- Engaging in administrative tasks such as preparing unit timesheets, managing unit calendars, scheduling meetings, handling incoming and outgoing mail, and organizing supplies and shared workspaces.

**Qualifications:** Excellent interpersonal, organizational, time management, and written and oral communication skills; comfort with initiating phone outreach; strong attention to detail; enthusiasm for working as part of a team as well as independently; and adeptness with technology and software. Fluency in a second language (especially Spanish, Portuguese, or Haitian Creole), an interest in contributing to low-wage workers' rights advocacy, and experience with Microsoft Office (including Word, Excel, Outlook, and SharePoint) are strongly preferred.

**Salary & Benefits:** Starting salary is based on union scale with a range from \$47,000 to \$54,000 for candidates between 0 and 10 years of experience, with annual Collective Bargaining Agreement increases and an additional \$950 annual payment for a second language ability. GBLS offers a generous benefits package, retirement contribution, and generous Paid Time Off (PTO) leave.

**How to Apply:** Candidates should submit a letter of interest and resume to the Human Resources Department via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: WRU-ASLA** when applying. Applications will be accepted on a rolling basis until the position is filled, but applicants are strongly encouraged to apply by **April 6, 2026**.

**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.**