



April 01, 2026

**PARALEGAL
(One Year Long-Term Temporary Position)
IMMIGRATION LAW UNIT**

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

GBLS seeks applicants for a one-year, long-term temporary position as a paralegal in its Immigration Unit. The Unit represents clients in a wide range of immigration matters, including asylum, removal defense (detained and non-detained), T and U visas, VAWA petitions, Special Immigrant Juvenile Status (SIJS), and other forms of humanitarian relief.

The Immigration Paralegal will work closely with attorneys and staff to support all aspects of casework, client communication, and administrative coordination. This role also includes engagement in community outreach efforts and support for detained and non-detained clients.

Core Responsibilities:

- Provide case support, including assisting with the preparation and filing of immigration applications, drafting correspondence, and gathering supporting documentation.
- Conduct client intakes and interviews and provide brief services or referrals as appropriate.
- Collaborate with staff and, where applicable, assist in coordinating volunteers or interpreters supporting intake and outreach efforts.
- Communicate with clients, courts, and agencies regarding case status and required documentation.
- Assist with cases involving detained clients, including coordination of documents and communication with detention facilities and related stakeholders.
- Maintain and organize both electronic and physical case files, including tracking deadlines, case progress, and outcomes in internal databases.
- Participate in and help coordinate community outreach efforts, including legal clinics, intake events, and know-your-rights presentations.

Qualifications:

- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines.
- Excellent interpersonal and communication skills, including the ability to work with individuals from diverse backgrounds and with histories of trauma.
- Ability to work both independently and as part of a team in a fast-paced legal services environment.
- Proficiency in Microsoft Office (Word, Outlook, Excel) and willingness to learn additional case management systems.
- Strong writing skills, including the ability to draft clear and professional correspondence and application materials.
- A plus, but not required: fluency in Spanish, Haitian Creole or Portuguese.

GBLS offers generous benefits, retirement contribution, and generous Paid Time Off (PTO) leave. The position is covered by the collective bargaining agreement between GBLS and the Staff Association, which governs salary and benefits. Current salary range for a paralegal with 4 to 5 years of work or equivalent experience, including certain educational experiences, is between \$51,000 and 52,000 per year, with an additional \$950 annual payment for a second language fluency.

Candidates should submit a letter of interest, resume, and writing sample to the Human Resources Team via e-mail at jobs@gbls.org. Please refer to **Job Code: IMM- PARA-LTT** when applying for this position. The deadline for applying is **April 21**, or until the 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.