



June 17, 2026

**ADMINISTRATIVE SECRETARY/LEGAL ASSISTANT (AS/LA)
Welfare Law 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 Administrative Secretary/Legal Assistant (AS/LA) position in the Welfare Law Unit (WLU). The WLU uses a range of legal advocacy to enforce legal rights to cash welfare benefits, food assistance and childcare benefits. Many of the WLU's clients have experienced domestic violence or other traumas, have disabilities and/or children with disabilities, are unhoused, and are immigrants.

Core responsibilities: This position combines administrative and legal assistant work to support clients and advocacy staff and to facilitate the smooth functioning of the Unit. This is a hybrid position that may allow remote work two days per week. The AS/LA will:

- Conduct client intakes by phone or in-person, with interpreter assistance as needed;
- Collect personal and confidential information from potential and ongoing clients;
- Obtain and organize documents from clients;
- Follow up with clients to provide information and referrals;
- Prepare forms, letters, and other materials to support clients' legal cases;
- Schedule interpreters and/or provide interpretation/translation (if language skills permit);
- Enter data, check for case conflicts, and compile information in GBLS' case management system;
- Prepare unit timesheets, manage unit calendars, schedule meetings, handle incoming and outgoing mail, and organize supplies and shared workspaces, and other administrative tasks;
- Prepare invoices and check requests; and
- Other duties, including special projects, as assigned.

Qualifications:

- Strong interpersonal and communication skills, including the ability to communicate with clients in a sensitive and patient manner;
- Strong attention to detail, time management and organizational skills;
- Ability to work independently and as part of a team;
- Basic competence with Microsoft Office (including Word, Excel, Outlook, and SharePoint); and
- Fluency in a second language is a plus but not required (especially Spanish, Portuguese, or Haitian Creole).

Salary & Benefits: Starting salary is based on union scale with a range from \$48,000 to \$55,000 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. Please refer to Job Code: **WLU-ASLA** when applying. Applications will be accepted on a rolling basis until the position is filled, but applicants are strongly encouraged to apply by **July 01, 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.