



July 22, 2026

**PARALEGAL - (Public Housing)
HOUSING 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.***

Greater Boston Legal Services (GBLS) seeks applications for a full-time Paralegal position in its Housing Unit, focused on supporting public housing Local Tenant Organizations and other tenants' groups, advancing housing stability, and protecting tenants' rights.

Responsibilities: The Paralegal will attend and actively participate in meetings related to public housing redevelopment, including meetings with tenant associations, housing authorities and private developers; prepare for and actively facilitate meetings with tenant associations regarding their ongoing legal concerns; prepare client-friendly summaries of legal documents and attorneys' advice; develop relationships with tenant association board members and organizers; and provide logistical support at meetings.

The Paralegal may also support other Housing Unit projects serving tenants in public, subsidized, and private housing. This work may include subsidy termination cases, eviction defense and prevention, eviction record sealing, EA shelter advocacy, legislative and administrative advocacy, impact litigation, and other Housing Unit projects as needed.

GBLS is a hybrid workplace and will allow work from home several days per week. Off-site travel and work outside business hours are required, and will include regular in-person meetings around greater Boston and at least one weekly evening meeting. GBLS provides reimbursement for work-related travel.

Qualifications: We seek a candidate who works collaboratively, has strong attention to detail, and demonstrates sound judgment and initiative. Applicants should also possess strong analytical, organizational, and advocacy skills, including the ability to communicate effectively and persuasively both orally and in writing. Prior experience working with tenant organizations, housing law, community organizing, or public housing redevelopment is preferred. Fluency in one or more languages spoken by GBLS clients (e.g., Spanish, Haitian Creole, Portuguese, Arabic) is a plus. Candidates with lived experience of displacement and housing instability are strongly encouraged to apply.

Starting Date: Immediate; no later than October 16, 2026.

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 \$51,000 and \$54,000, with an additional \$950 annual payment for a second language fluency. GBLS offers a generous benefits package including low-cost comprehensive health insurance, paid time off, and ongoing professional development opportunities.

Application: Candidates should submit (a) a resume, and (b) a letter of interest, each in a separate PDF file, to the Human Resources Department via e-mail at jobs@gbls.org. Please refer to Job Code: **HU-PARA (Public Housing)** when applying for this position. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis beginning **August 13, 2026**, and will be accepted 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.