



July 25, 2017

**PART-TIME PARALEGAL POSITION
Asian Outreach Project**

Greater Boston Legal Services is looking to hire a **part-time (60%) paralegal** to work in the Asian Outreach Project.

The Asian Outreach Project, housed in the Employment Unit, works closely with community based organizations to educate and advocate for the legal rights of indigent clients and in particular, immigrant clients.

The paralegal will conduct outreach/intake activities, provide community legal education, represent individual clients in administrative proceedings, and represent community-based client groups. The paralegal will be a generalist, providing legal assistance in substantive law areas such as housing, employment, family, immigration, and public benefits.

GBLS is looking for a paralegal who is bilingual in Chinese (Mandarin and/or Cantonese fluency is required; additional dialects are welcome). An understanding of Asian/Asian American history and culture, and experience working with Asian immigrant communities is preferred. Strong interpersonal skills and a commitment to working with low-income immigrants with limited-English proficiency are required.

GBLS is an AA/EO/Handicapped accessible employer committed to diversity in the workforce. Salary is based on union scale. Generous benefits package includes pro-rated (60%) paid health and dental insurance.

Interested candidates should submit a resume with a cover letter describing any prior public interest legal work and/or experience working with the Asian immigrant community to: Sonia Marquez, Director of Human Resources, at Greater Boston Legal Services, 197 Friend Street, Boston, MA 02114 or via email at jobs@gbls.org. Please refer to **Job Code: AOU/EU-Para**. **Deadline for applications is August 7, 2017 or until the position is filled.**