



October 5, 2015

**PLEASE POST
TEMPORARY PARALEGAL POSITION
EMPLOYMENT LAW UNIT**

Greater Boston Legal Services (GBLS) has a position for a 6 month temporary paralegal position (with the possibility of extensions) available October 1, 2015 in the Employment Law Unit to represent low wage workers including Limited English Proficient (LEP) clients with unemployment insurance (UI) cases and to oversee the unit's hiring and supervision of student interns and volunteers handling these cases.

Job duties include overseeing the representation of a high volume of clients in UI cases at the Department of Unemployment Assistance and the Board of Review. This involves reviewing UI intakes on a daily basis to determine which cases should be referred and which should be handled in house --- including identifying those cases that are important for the unit's systemic advocacy goals. The paralegal is also expected to handle his/her own UI caseload under the supervision of a Senior Attorney. The paralegal's responsibility includes hiring law interns, reviewing all resumes, interviewing candidates, attending job fairs, writing letters for funding support, and assisting in evaluations of students' work. Once students are hired, the paralegal will be required to train students and volunteers in unit protocols, how to do intakes, ensure that they receive training materials and opportunities, and oversee work assignments.

Qualifications:

The paralegal must: 1) have experience in representing clients in administrative hearings; 2) have experience with and/or commitment to working with LEP low-income clients; 3) have excellent writing skills; and 4) supervision skills. Bilingual ability in Spanish is strongly preferred but skills in other languages are also highly valued.

GBLS is an AA/EO/Handicapped-accessible employer committed to diversity in the workforce and regards differences as assets. Salary is based on union scale. Generous benefits package. Candidates should submit a cover letter indicating the reason for interest in this position, resume, and brief writing sample 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. Application deadline: October 18, 2015. **Job Code: EMP- PARALEGAL**