



December 10, 2024

**DEPUTY MANAGING ATTORNEY  
HOUSING UNIT**

***Greater Boston Legal Services (GBLS) is an Affirmative Action / Equal Opportunity / Accessible Employer and strives to ensure that our staff members reflect the diversity of the communities we serve.***

Greater Boston Legal Services seeks a Deputy Managing Attorney for its Housing Unit, to oversee the unit's operations in coordination and support of the unit's Managing Attorney.

The Housing Unit's staff consists of 30-45 advocates with varying levels of experience and expertise. The Unit works to preserve tenancies and to increase affordable housing for low-income individuals and communities in Greater Boston.

The Housing Unit represents individuals facing eviction or termination of their housing benefits, those who seek access to affordable housing and shelter, and those enforcing their legal rights. The unit prioritizes working with community groups that promote the expansion of resources for affordable housing and to try to minimize the loss of housing units.

**Responsibilities:** The Deputy Manager will work in coordination and support of the unit's Managing Attorney, which may include leading, supporting, coordinating, supervising, and evaluating staff's work; overseeing the day-to-day operation of the unit; implementing GBLS's administrative procedures; handling all types of personnel issues; developing, managing, and reporting on grants and contracts; and collaborating with other units and practice groups.

**Qualifications:** The Deputy Manager must be licensed to practice law in Massachusetts, and have more than 7 years of legal services or similar advocacy experience, a commitment to pro-bono efforts, community lawyering, capacity building of diverse client groups, experience in systemic cases or projects including legislative or administrative projects, and the ability to lead a team, mentor, and supervise effectively and collaboratively. Prior supervisory, management, or administrative experience is required.

**Compensation and Benefits:** Salary will be determined based on experience, starting from \$104,000 annually for a manager with 7 years of legal practice. Benefit package includes medical, dental, vision, life insurance; generous paid time off and 403(b) retirement plan.

Interested candidates should email the Human Resources Department at [jobs@gbls.org](mailto:jobs@gbls.org) a resume with a cover letter describing relevant qualifications for the job, including legal work and experience working on housing issues. Please refer to **Job Code: HU-DEPUTY-MANAGER** when applying for this position. All applications will be reviewed on a rolling basis after January 02, 2025, and until the position is filled.

**GBLS values diversity and encourages applicants from a broad range of backgrounds and experiences.**