



January 19, 2025

FULL-TIME PARALEGAL ASIAN OUTREACH CENTER

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.

GBLS provides free legal services and representation to clients in the Greater Boston area who cannot afford private legal representation.

The Asian Outreach Center provides bilingual and bicultural legal services and support for movement building to Asian Americans and Asian immigrants seeking access to justice. The Asian Outreach Center uses a community lawyering model to work with clients and grassroots organizations to advocate for the legal rights of indigent and Asian communities. We incorporate direct legal services, legislative work, advocacy, and litigation—in collaboration with organizing—to fight against inequitable systems disrupting low-income Asian immigrant communities. Our model enables us to respond to the day-to-day needs of the Asian American community and inspires our broader work against systemic inequality and oppression.

This full-time paralegal will handle cases and advocacy through the lens of community lawyering. The paralegal will be a generalist, providing legal assistance in a range of substantive law areas such as housing, immigration, employment, public benefits, and anti-Asian violence support. Core project areas that the paralegal will prioritize include immigrant rights and anti-displacement and gentrification. The paralegal will conduct community outreach and intake, provide legal education, collaborate with existing grassroots partners, and foster new relationships with grassroots groups.

Core Responsibilities:

- Provide high quality representation to all clients with cultural humility and sensitivity;
- Conduct interview and other communications with clients and 3rd parties to obtain initial information;
- Support in-person and virtual community-based intakes within service area;
- Determine the relevant questions and documents needed to assess and handle the case;
- Obtain additional information and documents from clients, agencies, and other 3rd parties;
- Prepare written communication for advocacy and other purposes, tailored to the context and the person(s) to which it is directed;
- Under an attorney's supervision, draft memoranda of fact and law for administrative-level advocacy and appeals;
- Document all case work in the client's case record in GBLS's case management system;
- Conduct outreach to clients and providers and other organizations that serve or involve our clients; and
- Support the team's systemic advocacy at the local and state level.

Qualifications:

- Strong familiarity or background in the history of Greater Boston's Asian American community, or willingness to learn about it;
- Ability to respond quickly to emerging client needs;
- Strong written and oral communication skills;
- Ability to perform careful, detailed work;
- Experience in legal or other advocacy work, or demonstrated proficiency in relevant skills;
- Availability to work weekends or evenings, as needed but within reason, to accommodate client community needs and participate in community outreach; and
- Proficiency in Chinese (Cantonese or Mandarin) or another language prevalent among our clients.

The position is part of the Staff Association union. Salary is based on the union contract, with annual increases. Starting place on the salary scale is determined by work history and related experience. As of July 1, 2024, the salary range for an applicant with 4 to 6 years of experience is \$50,000 - \$52,000 with an additional \$950 annual payment for second language ability. GBLS offers a generous benefits package, including 98% employer-paid health insurance, retirement contributions, and generous paid time off (PTO) leave.

Candidates should submit a letter of interest and resume to the Human Resources Team via e-mail at jobs@gbls.org. Please refer to **Job Code: AOC-PARA** when applying for this position. The deadline for applications is **March 6, 2025**, or until the position is filled.

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