



February 25, 2025

**ADMINISTRATIVE SECRETARY / LEGAL ASSISTANT (AS/LA)
CORI & Re-entry Project and Elder Health and Disability Unit**

Greater Boston Legal Services 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 seeks to fill an AS/LA position to serve 50% in the CORI & Re-entry Project and 50% in the Elder Health and Disability Unit. The Elder, Health, and Disability Unit represents elders, people with disabilities, and families to ensure that they have income, health care, and services needed to live independently in the community. The CORI & Re-entry Project (CRP) assists clients with criminal record sealing and works on policy issues to reduce the racially disparate impact and collateral consequences of the criminal legal system. This position is a hybrid position, and the AS/LA is expected to be in the office a minimum of 3 days per week.

The position will combine administrative and legal assistant work to support clients and advocacy staff and to facilitate the smooth functioning of the project and Unit. This work may include:

- Obtaining intake and other information from clients;
- Following up with clients to provide information, and referrals;
- Preparing forms, letters, and other materials to advance clients' legal cases;
- Providing interpretation/translation if language skills permit;
- Assisting with questions from new staff, interns, and volunteers;
- Using GBLS's case management system to enter case data, check for case conflicts, and compile information for grant reports;
- Engaging in administrative tasks such as copying, scanning, preparing unit timesheets and expense reports, distributing mail, mailing documents, and maintaining well-organized supplies and shared workspaces.
- Helping periodically with community events.

Qualifications: Excellent interpersonal, organizational, time management, written and oral communication skills; strong attention to detail; enthusiasm for working as part of a team as well as independently; and the ability to learn new or updated technology and software. Fluency in a second language (especially Spanish) preferred but not required and proficiency with Microsoft Office (including Word, Excel, Outlook, and SharePoint) is strongly preferred.

Salary & Benefits

- The salary range for an applicant with 4-6 years of experience is \$47,000 to \$49,000 with an additional \$950 annual payment for second language ability, if applicable.
- Starting salary is based on a union scale, determined by work experience and related education. GBLS offers a generous benefits package, including low-cost and comprehensive health insurance, retirement contribution, and paid time off.

How to Apply

Candidates should submit a letter of interest and resume to the Human Resources Team via email at jobs@gbls.org. Please refer to Job Code: **CORI-EHD-ASLA** when applying for this position. Applications will be accepted on a rolling basis until the position is filled but applicants are encouraged to submit applications by **March 25, 2025**.

GBLS values diversity and encourages applicants from diverse backgrounds and experiences.