



April 11, 2025

**ADMINISTRATIVE SECRETARY / LEGAL ASSISTANT  
HOUSING UNIT**

***Greater Boston Legal Services (GBLS) is committed to fair employment practices. We are proud to employ a staff with the cultural and linguistic competency to work within a variety of communities.***

Greater Boston Legal Services (GBLS) seeks an Administrative Secretary / Legal Assistant (AS/LA) to join its Housing Unit.

**Responsibilities:** Under the supervision of the Office Administrator and the Managing Attorney, the AS/LA will be responsible for performing a wide variety of administrative and secretarial work in support of the smooth functioning of the Housing Unit.

This work may include handling incoming and outgoing mail, accounting duties related to invoicing, check requests, as well as unit, staff, and client's accounts within GBLS; scheduling meetings and activities; communicating with potential and ongoing clients; preparing and organizing case-related and other professional documents.

This is a hybrid position that may allow working remotely several days per week.

**Qualifications:** Candidates must have excellent interpersonal, organizational, time management, written and oral communication skills; strong attention to detail; ability to work as part of a team as well as independently; and the ability to use Microsoft Office 365, Word, Excel, and Outlook, as well as to learn new or updated technology and software.

Prior legal and administrative experience is preferred especially related to housing or legal aid.

Candidates with lived experience of displacement and housing instability are strongly encouraged to apply. Fluency in one or more languages spoken by GBLS clients (e.g., Spanish, Haitian Creole, Portuguese, Arabic) is a plus.

**Compensation and Benefits:** Salary is based on a union scale, for example, an AS/LA with 3 to 6 years of experience (including certain educational experiences) would earn between \$46,000 to \$49,000, with an additional \$950 annual payment for second language ability. GBLS offers a generous benefits package including low-cost comprehensive health insurance, paid time off, and ongoing professional development opportunities.

**Application:** Interested candidates should submit (1) a resume, and (2) a cover letter, each in a separate PDF file, to the Human Resources Department via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to Job Code: **HU-ASLA** when applying for this position. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis after **April 25, 2025**.

**At GBLS, we recognize our strength comes from the unique contributions of each team member. We invite candidates from all walks of life and backgrounds to apply.**