



April 11, 2025

**FULL-TIME PARALEGAL
HOUSING UNIT / ROSIE'S PLACE**

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 applications for a full-time Paralegal position in the Housing Unit. The Paralegal's work will focus on serving individuals and families referred from our weekly legal clinic at Rosie's Place.

The Housing Unit at GBLS works to ensure access to justice for vulnerable communities through direct representation, advocacy, and policy initiatives. Advocates in the Housing Unit provide free civil legal assistance to low-income individuals, families, and tenants associations in the Greater Boston area, and address various types of housing crises, including displacements, evictions, loss of subsidies, and access to shelter.

Rosie's Place is a Boston nonprofit dedicated to providing support, shelter, and services to women experiencing homelessness or housing instability. It offers meals, housing assistance, job training, legal aid, and other essential resources to help women achieve stability and independence.

Responsibilities: The position involves conducting intake, case assessment and direct service—advice or representation—to individuals and families experiencing housing crises who are referred to GBLS by Rosie's Place.

The paralegal, supervised by a senior attorney, will assist with administrative law issues related to housing subsidies, such as rent calculations, requests for transfer, reasonable accommodations, or terminations, and may, at times, represent tenants at administrative hearings.

This position is hybrid and will require working from our Boston office at least 2 days per week. The position may also require some work directly on-site at Rosie's Place.

Qualifications: We are looking for a candidate who can respond quickly and professionally to requests from applicants, clients, and staff members at GBLS and Rosie's Place.

Candidates must be able to work cooperatively on a team, have good attention to detail, and should possess strong advocacy skills that include the ability to communicate effectively and persuasively both orally and in writing.

Candidates must be able to engage with attorneys and state agencies to represent families in administrative hearings and informal negotiations, as well as participate in systemic advocacy.

Candidates must be able to address families in crisis.

Experience with housing services or legal aid is preferred but not required.

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., Portuguese, Spanish, and Haitian Creole) is a plus.

Starting Date: Immediate; preferably, no later than June 16, 2025.

Compensation and Benefits: Salary and benefits are based on a union scale and additional compensation for increased years of experience. A paralegal with 4 to 6 years of experience (including certain educational experiences) would earn between \$50,000 to \$52,000, 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 letter of interest, each in a separate PDF file, to the Human Resources Department via e-mail at jobs@gbls.org. Please refer to Job Code: **HU-PARA-(Rosie's Place)** 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.