



April 04, 2025

**ADMINISTRATIVE SECRETARY / LEGAL ASSISTANT (ASLA)
Immigration Unit (IU)**

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.

GBLS seeks a qualified candidate to immediately fill an Administrative Secretary / Legal Assistant (ASLA) position within the Immigration Unit (IU). The Immigration Unit represents clients in a range of immigration law matters, including asylum, T and U-visas, VAWA relief, Special Immigrant Juvenile Status petitions, and removal proceedings. 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 Unit. This work may include:

- Assisting Unit members with tasks relating to office administration, including handling incoming and outgoing mail, copying/scanning, and check requests; internal case closing, tracking, and filing; preparing unit timesheets and expense reports; mailing documents; and maintaining well-organized supplies and shared workspaces;
- Communicating in-person and by email, telephone, and letter, with potential and ongoing clients;
- Preparing and organizing case related documents;
- Providing interpretation/translation where appropriate;
- Assisting with orientation of 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;
- Helping periodically with community events.

Qualifications: Excellent interpersonal, organizational, time management, written and oral communication skills; experience and compassion when working with survivors of violence; strong attention to detail; enthusiasm for working as part of a team as well as independently; flexibility and resilience in responding to fluid situations; 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:

- Starting salary is based on a union scale, determined by work experience and related education. The salary range for an applicant with 4-6 years of experience, for example, is \$47,000 to \$49,000 with an additional \$950 annual payment for fluency in a second language, if applicable.
- 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@gbis.org. Please refer to Job Code: IU-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 **April 21, 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.