



May 5, 2021

## **MANAGING ATTORNEY**

### **Employment Law Unit**

**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 seeks a managing attorney for our Employment Law Unit (ELU). The ELU represents workers in low-wage jobs to maximize their incomes and work-related benefits (including rights to paid leave and to tax benefits) and to overcome obstacles that limit their employment opportunities. The ELU provides services via: (1) direct representation of individual and group clients; (2) legal support for community-based worker centers that advocate for our clients; (3) class action lawsuits and other systemic advocacy; and (4) legislative and advocacy campaigns that secure workplace rights; and (5) advocacy to combat civil implications of criminal records including advocacy to seal or expunge criminal records impeding employment or housing opportunities. The Unit also houses the program's Asian Outreach Project.

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

Core Responsibilities:

The ELU Managing Attorney will be directly responsible for the following:

- Leading and developing GBLS's Employment Law Practice, including via legal assistance to individual clients, community groups, and law reform initiatives;
- Mentoring a team of attorneys, paralegals, fellows and the Administrative Secretary/Legal Assistant;
- Creating & maintaining community connections to respond to present and emerging needs and to all the diverse communities within Greater Boston;
- Participating in the GBLS Leadership Team and contributing to program-wide policy issues.

- In collaboration with Development, developing funding strategies and systems for managing and reporting on grants;
- In collaboration with Human Resources, addressing personnel issues in accordance with union contracts;
- Maintaining a reasonable case load

The ELU Managing Attorney will be responsible for overseeing and supervising the following:

- Staff supervision, professional development, training, and evaluations;
- Coordinating and managing the substantive legal work of staff attorneys, paralegal case handlers and the unit Administrative Secretary/Legal Assistant;
- Oversight of the Asian Outreach Project
- Ensuring the day-to-day operation of the unit;
- Collaborations with other substantive law units;
- Arranging for coverage of cases during emergencies.

Qualifications:

- A minimum of 7 years of experience in legal services or similar advocacy experience including significant experience in systemic cases or projects;
- Significant experience in Employment law;
- Prior management, supervision or administrative experience;
- Demonstrated ability to mentor, supervise and co-counsel effectively and in a collaborative manner that provides opportunities for growth and professional development;
- Excellent written and oral communication skills;
- Strong and demonstrated commitment to poverty law issues;
- Demonstrated success in providing culturally competent and accessible services to diverse client groups.

GBLS offers a generous benefits package, retirement contribution, a student loan repayment assistance plan for eligible attorneys, and generous PTO leave. The position is not unionized but the salary is based upon experience with a kicker above the union scale. Candidates should submit a letter of interest, resume and brief writing sample to the Personnel Team via e-mail at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: ELU-MA** when applying for this position. **Deadline is May 28, 2021** or until position is filled.

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