



August 6, 2021

## **PARALEGAL CONSUMER RIGHTS 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 full-time paralegal to join the Consumer Rights Unit (CRU). GBLS provides free legal services and representation to clients in the greater Boston area who cannot afford private legal representation. The CRU represents low-income people in a variety of consumer issues, including debt collection, mortgage and tax foreclosures, unfair and deceptive consumer practices, credit reporting, student loans, bankruptcy, and scams. We are a litigation-oriented unit and operate a Debt Collection Lawyer for the Day Program in the small claims sessions of several courts. The paralegal will help manage the Lawyer for the Day Program, conduct intake on new cases, assist attorneys on other cases and be an integral part of the CRU team.

### **Responsibilities**

- Work closely with attorneys to oversee administration of the Debt Collection Lawyer for the Day Program;
- Conduct intake on new cases and provide brief service and referral to clients;
- Assist with some case handling responsibilities, including reviewing and drafting basic court pleadings and forms;
- Triage cases and identify imminent or urgent deadlines;
- Perform other duties as assigned, consistent with provision of quality client services.

### **Qualifications**

The successful candidate will be:

- A self-starter, who is organized and detail-oriented;
- Comfortable working as part of a team;
- Able to relate to clients, community groups, lawyers and other professionals;
- Able to handle multiple tasks in a fast-paced environment;
- Able to identify and analyze legal and other problems;
- Proficient in Microsoft Office applications (i.e., Word, Outlook, basic Excel), and willing and able to learn other similar applications;

- A person with demonstrated concern for and commitment to the goals of legal aid;
- Demonstrated work with community or underserved populations preferred;
- Able to draft and review letters, training materials, basic court pleadings (prior experience with court forms not required), and other written materials;
- A person with experience in working with interpreters or fluency in languages in addition to English helpful;
- Experience as a paralegal, bachelor's degree or paralegal certification is helpful

### **Salary & Benefits**

- Salary is based on a union scale. GBLS offers a generous benefits package, including health and dental insurance and generous PTO leave.

### **How to Apply**

- Candidates should submit a letter of interest and resume including a description of any prior public interest legal work or other advocacy on behalf of low-income communities and individuals. Applications should be submitted to the Personnel Team via email at [jobs@gbls.org](mailto:jobs@gbls.org). Please refer to **Job Code: CRU-PARA** when applying for this position. **Deadline is August 23, 2021**, or until position is filled.

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