



June 5, 2023

**PARALEGAL
FAMILY LAW UNIT**

Greater Boston Legal Services is an Affirmative Action / Equal Opportunity / Accessible Employer. We want to build and sustain a staff that reflects the diversity of the communities we serve.

GBLS seeks a full-time paralegal to join the Family Law Unit (FLU). FLU prioritizes representation and advocacy for survivors of domestic violence in contested custody matters and abuse prevention proceedings. GBLS provides free legal services and representation to clients in the greater Boston area who cannot afford private legal representation.

Responsibilities:

- Work closely with unit attorneys to plan and handle client communications and related casework, including preparation of client financial statements, compiling and redacting of documents, preparation of basic court pleadings, and drafting of basic written correspondence with, e.g., clients, opposing counsel, and courts;
- As appropriate with experience, interview and provide brief service and referral to clients; and
- Assist with physical and electronic case file management.

Qualifications: the successful candidate will be

- Comfortable working as part of a team and will have excellent interpersonal skills;
- Comfortable interviewing and advising domestic violence survivors;
- A self-starter, who is organized, and detail-oriented;
- Proficient in Microsoft Office applications (i.e., Word, Outlook, basic Excel), and willing and able to learn other similar applications; and
- Able to draft and review letters, training materials, basic court pleadings (prior experience with court forms not required), and other written materials.

Helpful additional skills and experience:

- Competency in oral and written communication in a second language that is prevalent among our clients, such as Spanish, Portuguese, Haitian Creole, Cantonese, or Vietnamese is helpful
- Experience working with low-income clients and community organizations is helpful.
- Familiarity with family law and drafting basic court pleadings is helpful.
- Experience as a paralegal, a Bachelor's degree, or paralegal certification is helpful.

Salary & Benefits:

- Salary is based on a union scale. As of July 1, 2023, the salary range for a paralegal with 4 to 6 years of experience will be \$48,500 - \$50,500 with an additional \$950 annual payment for second language fluency. Starting salary is determined based on work experience and related experience. GBLS offers generous benefits, retirement contribution, and generous Paid Time Off 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 survivors of domestic violence and/or on behalf of low-income communities and individuals.

Applications should be submitted to the Human Resources Team via email at jobs@gbls.org. Please refer to **job code: FLU-PARA** when applying for this position. **Deadline is June 25, 2023** or until position is filled.

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