



May 27, 2022

OFFICE ADMINISTRATOR

Cambridge and Somerville Legal Services

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 qualified candidate to immediately fill the position of Office Administrator whose primary responsibility will be to oversee all non-legal administrative functions at the Cambridge and Somerville Legal Services (CASLS) office and to assist with intake. CASLS is a small supportive neighborhood office with a strong track record of success in the low income and immigrant communities we serve.

The Office Administrator will be responsible for performing a wide variety of administrative work in support of staff members and the smooth functioning of the CASLS neighborhood office. This work includes but is not limited to:

- greeting, screening and referring potential clients (callers and walk-ins);
- conducting client intakes;
- supervising and training volunteer senior aide receptionists (when available);
- conducting orientations and training student interns, volunteers, and any new staff on office procedures;
- utilizing GBLS' case management data base in order to enter case data, assist in preparing grant reports, act as liaison with funders, and conduct conflict checks;
- scheduling interpreters for staff, as well as interpreting and translating as reasonably available;
- preparing and/or organizing case related documents and closing and filing cases
- ordering and organizing office supplies;
- maintaining and reporting on petty cash, cash receipts, T passes and preparing time sheets;
- ensuring the smooth functioning of office equipment and delivery of office services;
- assisting staff with technology and equipment issues; and
- performing related duties as described in the Office Administrator job description.

A strong candidate will have:

- fluency in a language, in addition to English, spoken by CASLS clients (such as Spanish, Haitian Creole, Portuguese, and Amharic);
- excellent computer and office systems skills, including documented proficiency in Microsoft applications, such as Microsoft Office 365, Word, Excel and Outlook;
- the ability to take independent initiative and also to work collaboratively as part of a team;
- the ability to maintain confidentiality;
- strong organizational and customer service skills;
- the ability to prioritize and work well under stress;
- excellent verbal and written communication skills;
- some experience working in an office environment; and
- a positive approach and commitment to continuous learning of new technologies.

There is no minimum experience level required. Salary is based on a union scale with annual raises. Under the current contract, someone with 0-10 years of experience would earn between \$38,500 and \$47,500 per year, with an additional \$950 annual payment for fluency in a language other than English. Education may be a substitute for years of experience. (Note that the contract is presently under negotiation). GBLS offers a generous benefits package including low cost comprehensive health insurance, retirement contribution, paid time off, and ongoing professional development opportunities. GBLS currently has a hybrid model for all staff.

Interested candidates should submit letter of interest and resume to the GBLS Human Resources Team via email to jobs@gbls.org. Please refer to **Job Code: CASLS-OA** when applying for this position. Applications will be accepted until the position is filled but applicants are encouraged to submit applications by **June 16, 2022**.

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