



Employment Opportunities

To learn more about the following job opportunities, check out the links below, or click [here](#) for SABA GB's LinkedIn Group!

The Office of the State Treasurer and Receiver General of Massachusetts invites diverse and qualified individuals to apply for several fellowships 2023 Women+ In Finance Fellowships with: **Massachusetts State Retirement Board**; **Massachusetts Lottery Commission**; **Massachusetts School Building Authority**; **Pension Reserve Investment Management**; and **Debt Management**. Please click on the linked webpages to learn more about the positions.

Todd & Weld LLP, a Boston-based firm of trial lawyers, seeks a **Complex Commercial Litigation associate** with approximately 3-5 years of experience. Candidates must have excellent writing, research, and interpersonal skills; outstanding academic credentials; and experience practicing in Massachusetts state and federal courts. Candidates should desire to develop an active trial practice and be eager to take responsibility for a varied caseload with significant client contact. Must be admitted to practice in Massachusetts. Todd & Weld values collegiality and diversity within the firm and is an equal-opportunity employer. Please submit cover letter, resume, and writing sample via email to Shira Diner, Director of Associate Development & Recruitment, Todd & Weld LLP, sdiner@toddweld.com.

Boston College Law School is currently accepting applications for the position of **Assistant Dean, Career Services**. The Assistant Dean will serve the mission of the Career Services Office (CSO) to educate and empower law students in their job searches and continuing career development. In addition to overseeing the administration and organization of the CSO, the Assistant Dean will provide leadership, direction, and strategic vision for the office. The Assistant Dean must stay apprised of the national legal market and legal career trends, and develop new career services and professional development initiatives in response to evolving student needs. The Assistant Dean will also develop and refine student and office policies and procedures relating to career development issues and trends. Click [here](#) for details.

Greater Boston Legal Services (GBLS) invites candidates to apply for the following open positions: **Staff Attorney, Elder, Health and Disability Unit, Paralegal, Elder, Health and Disability Unit** and **Attorney, Elder, Health and Disability Unit**. Applicants should submit a cover letter, resume and a brief writing sample to jobs@gbls.org. Please refer to the job code on the subject line of the email.

The U.S. Department of Education, Office for Civil Rights (OCR) – Boston Enforcement Office solicits resumes from licensed attorneys who are passionate about ensuring individuals' civil rights, primarily but not exclusively in educational settings (schools, colleges, and universities). The Boston Enforcement Office has federal jurisdiction over matters in



Massachusetts, Connecticut, Maine, New Hampshire, Rhode Island, and Vermont. Although OCR-Boston does not have formal vacancies at this time, openings may occur at any time. The office welcomes resumes from interested attorneys in advance of any formal announcement(s), which may be posted with little or no advance notice and be open for a very short period. These resumes will be maintained and reviewed when opening(s) become available. Applicants should submit a resume to: OCRJobs@ed.gov and cc: OCR.Boston@ed.gov.

The City of Boston Law Department is searching for ideal candidates to fill the following vacancies: **Legal Assistant (Boston Retirement Board)**; **Principal Legal Assistant/Contracts Manager (Law)**; **Assistant Corporation Counsel I (Mayor's Office of Housing)**; **Assistant Corporation Counsel III (Office of Labor Relations)**. Please click on the linked webpages to learn more about the positions.

The Office of the Attorney General of Massachusetts is seeking applicants for the position of **Assistant Attorney General, Antitrust Division/Health Care & Fair Competition Bureau** (Posting #23-068). The application deadline is February 8, 2023. Additional information is available at the jobs portal [here](#).

The Massachusetts Superior Court seeks to fill two **Research Attorney** positions, serving all the Justices of the Superior Court. This is a professional, permanent position within the Administrative Office of the Superior Court. Research Attorneys assist the Justices with legal research, writing, and analysis. Research Attorneys prepare draft decisions, research memoranda, and other documents; analyze and research specific legal issues and questions for the judges; and may assist in training and oversight of other legal research staff and interns. One position is expected to be based primarily in Boston, and the other in Fall River/New Bedford. Research Attorneys may be required to travel or transfer to other locations according to the needs of the Court. For more information, including online application instructions, see the position posting [here](#).

The Massachusetts Trial Courts invites you to apply for for **Research Attorney** positions for the Probate & Family Court Department. Interested candidates can view the complete job description and can apply on or before February 13, 2023 by clicking [here](#).

Hinckley Allen is looking for a **Mid-level Corporate Associate** with an interest in joining a dynamic and sophisticated corporate and business law practice. The ideal candidate will have practiced at least three (3) years in the area of corporate and business law with experience handling a variety of corporate and financial transactions and issues, including corporate acquisitions, sales, mergers, corporate restructurings, contracts, and corporate governance matters. Private equity and/or securities experience is a plus. Admission to Massachusetts or Rhode Island bar is required (or must be obtained within 6-12 months). Additional details are available [here](#).



The Department of Mental Health has issued an RFR to create a Master Service List of professionals who will accept appoints to serve as guardians or conservators in cases in which DMH has petitioned on behalf of DMH clients. Guardians will be paid for fiduciary services provided in addition to medication monitoring (Rogers) services paid by the Probate Court. The RFR can be found on the Massachusetts procurement website, CommBuys, [here](#).

The Office of the Attorney General of Massachusetts seeks applicants for the positions of **Assistant Attorney General, Gaming Enforcement Division/Criminal Bureau** (posting #23-066) and **Assistant Attorney General, Trial Division/Government Bureau** (posting #23-065). The application deadline is February 2, 2023 and February 1, 2023, respectively. Additional information about both vacancies is available at the jobs portal [here](#).

Health Law Advocates is hiring a **Paralegal** for its Mental Health Advocacy Program for Kids. HLA provides free legal services to Massachusetts residents in low-income situations who face barriers to accessing health care. The paralegal will be the first point of contact for clients and will assist with routine and non-routine tasks that are important but do not require an attorney's training. Additional information on the opportunity is available [here](#).

The U.S. Department of Justice (DOJ) has several attorney and legal internship vacancies nationwide, and welcomes applications from candidates who are interested in positively contributing to justice. To learn more about justice and legal careers at the DOJ, please click [here](#).

Greater Boston Legal Services (GBLS) has positions open for **Administrative Assistant** (Administration Unit) and **Development Associate** (Administration Unit). Click [here](#) for details on these and other vacancies at GBLS.

South Coastal Counties Legal Services, Inc. (SCCLS) seeks **Staff Attorneys** committed to seeking racial and economic justice for low-income communities through the provision of high-quality client centered legal representation. Positions are available in their offices in Fall River, New Bedford, Hyannis, and Brockton. Details about the positions are available [here](#).

The Massachusetts Teachers Association (MTA) has an opening for **Staff Counsel** in its Quincy office. The selected individual will provide legal services and assistance to the MTA and its 400+ local affiliates to protect and advance the rights of 115,000+ preK-12 and higher ed educator members across the Commonwealth. Details are available [here](#).

The Massachusetts Trial Court has openings for **Law Clerk** positions for the Probate and Family Courts. The Law Clerk is responsible for performing legal research and writing assignments to assist the judges of the Probate and Family Court. The term runs until August



31, 2024, with an opportunity to apply for an additional one-year clerkship term. To view the full job description and instruction on how to apply, please click [here](#).

Point32Health invites applicants for the open position of **Associate General Counsel** in its Canton, MA office. The selected individual will be responsible for protecting the organization's legal interest and maintaining its operations within the scope established by law, providing advice and support to management and staff, and affiliates within assigned business areas, identifying and analyzing legal issues, providing regulatory analysis, presenting clear recommendations, drafting key documents, and directly managing legal aspects of complex corporate initiatives. Interested individuals may learn more [here](#).

The Office of the State Treasurer and Receiver General of Massachusetts is currently recruiting qualified candidates for several summer interns, including [Legal Intern](#), [ABCC Investigation and Enforcement Summer Intern](#), [Executive Office Summer Intern](#), [MSRB Training and Support Intern](#), [Economic Empowerment Intern](#), and [Trust Summer Intern](#). The Office is also recruiting for [Benefits Calculation Analyst - Survivor Benefits](#). Please click on each linked position for more information.

The Committee for Public Counsel Services (CPCS), Mental Health Litigation Division is accepting applications for its **Spring Guardianship Certification Training**. Successful completion of the training will allow for you to be placed on the Probate and Family Court lists for assignment of counsel for Respondents in Guardianship of Adult cases. The deadline to apply for this training is January 27, 2023. More detailed information about the training as well as a link to the application can be found [here](#).

The United States Attorney's Office for the District of Rhode Island invites you to apply to be an **Assistant United States Attorney** within its Criminal Division. The selected AUSA will work with law enforcement agents and others to investigate federal criminal offenses, research and brief legal issues, and represent the United States before grand juries and in hearings and trials. More information about the opportunity is available [here](#).

The United States Patent and Trademark Office (USPTO) is seeking applicants for a position as an **Administrative Patent Judge** (APJ) at the Patent Trial and Appeal Board (PTAB). The USPTO strives to recruit and maintain a diverse workforce and seeks a diverse slate of applicants for this role. Please click [here](#) for more information.

Domestic Violence Ended ("DOVE") is seeking candidates for the open position of **Director of Legal Services**. Click [here](#) for a job description and more information on the role.

Sunstein is looking to fill the following positions within their firm: **Patent Prosecution Attorneys**. More information is available [here](#).



The Federal Reserve Bank of Boston is hiring for the following positions: **AVP & Assistant General Counsel** and **Associate Counsel**. Click on the links to learn more.

The United States Trustee seeks resumes from persons wishing to be considered for appointment as a **Standing Trustee** to administer cases filed under chapter 13 of title 11 of the United States Code (Bankruptcy Code). Click **here** to learn more.

The Middlesex DA's office seeks applicants for the position of **Assistant District Attorney**. Click **here** to learn more and apply.

Barclay Damon has several open **Associate** positions with their firm. Click **here** to learn more.

Click **here** for more employment opportunities from Lawyers Weekly.
Click **here** for more employment opportunities from Boston Bar Association.
Click **here** for more employment opportunities from Mass Bar Association.