



Position: Program Analyst, Tenants' Rights

Reports to: TR Directing Attorney

Bargaining Unit: Yes

FLSA: Exempt

Status: Full Time

Position Summary

Our Tenants' Rights Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics, affirmative litigation, know-your rights presentations, administrative hearings before rent boards, and policy advocacy. Centro Legal serves as fiscal lead and administrator for two collaborative, government-funded, anti-displacement grants.

Responsibilities

- Managing the Tenants' Rights Program's data and database, including liaising with outside consultants, partners and diverse stakeholders;
- Acquire and analyze housing related datasets to contribute to advocacy and program development;
- Analyze existing and proposed housing policies and tenant protections as needed to advance the program's advocacy work;
- Create clear and compelling narrative reports for funders and others to advocate the program's work;
- Assist the Directing Attorney and leadership team in the design and implementation of new project and changes to the Tenants' Rights Practice;
- Evaluate academic and other research that impacts the programs' work and interface with researchers as necessary;
- Assist the Directing Attorney, Grants Contract Manager and Development Director in the creation of grant proposals and contribute to written program materials and report narratives;
- Tailor the program's database to the needs of the program while maintaining continuity with past data and ensuring clarity in design;
- Create reports in the program's database to support efficient and timely reporting of grant and contract deliverables;
- Monitor quality of data being inputted and work with the program staff to ensure data quality;
- Support TR and development team in pulling data and preparing grant reports;
- Support the Emergency Financial Assistance (EFA) specialist in the analysis of applications; and
- Other duties as needed, related to grants administration, reporting and program support.

Qualifications

The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Qualifications include:

- Bachelor's degree in a related field required (masters preferred);
- A minimum of 3 years of research, assessment and/or evaluation experience;

- Excellent analytical and writing skills;
- Fluency in Microsoft Suites including Excel;
- Proficient in Salesforce and/or other related database management and software;
- Ability to consistently meet hard deadlines;
- Commitment to provide culturally responsive support to low-income, communities of color;
- Ability to thrive in a high volume, high stress environment; and
- Ability to work independently and as part of a team.

Compensation

Salary is competitive and commensurate with experience. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include **“TR Program Analyst”** in the subject line. Please email application materials directly to jobs@centrolegal.org.

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization’s success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic

violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.