

## **JOB ANNOUNCEMENT**

### **Temporary Workers' Rights Helpline Coordinator**

Reports to Workers' Rights Directing Attorney



### **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, please visit our website: <https://centrolegal.org/>

### **Position Summary**

Centro Legal seeks a Temporary Workers' Rights Helpline Coordinator to support Centro Legal's efforts to respond to the many workers' rights issues that have been caused by the Coronavirus pandemic and California's public health responses to the virus. This position will play a key role in helping Oakland workers navigate sick leave, unemployment insurance, paid family leave, FMLA leave, disability, and the many other questions related to the impact of the Coronavirus pandemic on their jobs.

This position is a temporary position, with an end date of June 30, 2020, but Centro may decide to extend the temporary position based on continuing need and available funding. Because of current public health guidance, this position will begin as a remote work position. If public health guidance changes, this position may require some work from our office in Oakland. This position will report to Centro Legal's Workers' Rights Directing Attorney.

### **Duties will include the following:**

- Conducting intake interviews in English and Spanish with potential clients, primarily over the phone.
- Providing legal information and referral in response to worker questions.
- Working closely with workers' rights attorneys to provide legal advice to Centro's clients through telephone consultations.
- Tracking client calls and intake interviews through comprehensive data entry in Centro Legal's database.
- Fielding calls and conducting screenings to help Centro Legal's Oakland Undocumented Relief Fund get financial support into the hands of workers who are ineligible for unemployment insurance benefits.
- Performing other special projects and duties as assigned.

**Qualifications:**

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

Qualifications include:

- Strong verbal and written communication skills and the ability to relate to and communicate with a broad range of clients and colleagues;
- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel;
- Fluency in Spanish;
- A demonstrated commitment to working with low-income, immigrant, and Spanish-speaking communities;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations;
- Demonstrated commitment to diversity within the office and a personal approach that values all individuals and respects differences regarding race, ethnicity, age, gender identity and expression, sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction; and
- Familiarity in working with clients in crisis or who are trauma survivors.

**Compensation and Benefits:**

The salary for this position is set by Centro Legal's salary scale, and will depend on the applicant's relevant experience, with a starting wage rate of \$23.60 per hour, plus paid holidays and sick leave. If this position is extended beyond 90 days, the employee will become eligible for medical, dental, vision, and vacation.

**To Apply**

Given the urgent need for these services, Centro Legal aims to fill this position within days. Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, send a brief cover letter, resume, and list of three professional references by email to [jobs@centrolegal.org](mailto:jobs@centrolegal.org), with the subject line, "Temporary Workers' Rights Helpline Coordinator."

**POSITION OPEN UNTIL FILLED****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 de la Raza 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 Legal 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.