

JOB ANNOUNCEMENT

Position: Outreach Coordinator, Tenants' Rights

Reports to: Tenants' Rights Directing Attorney

Bargaining Unit: Yes

FLSA: Non-Exempt



Position Summary & Responsibilities

Our Tenants' Rights Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics, affirmative litigation, administrative hearings before rent boards, know-your-rights presentations and community outreach, and policy initiatives. We are seeking an Outreach Coordinator to coordinate our outreach efforts in order to maximize community engagement through marketing, teaching, outreach, and relationship management.

Primary responsibilities will include:

- Empowering and supporting communities and creating widespread grassroots knowledge about tenant protections through the training of and partnership with local leaders and community members;
- Establishing and maintaining collaborative relationships with community-based organizations;
- Community engagement through Know Your Rights presentations at legal clinics, local organizations, schools, community centers, faith-based organizations, and courthouses;
- Tabling at community events;
- Creation and dissemination of educational materials to community members, volunteers, and other key stakeholders;
- Management and coordination of large-scale and targeted marketing efforts including: large mailings; email, text, and social media campaigns; and flyering;
- Recognizing and reporting patterns within the community that may inform the team's practices;
- Participation in legal clinics under attorney supervision; and
- Continued learning about the Bay Area housing landscape.

Qualifications

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

- Undergraduate degree preferred but applicants with equivalent experience will be considered;

- At least one year of experience working at a community-based organization committed to serving low-income communities, Black communities, and communities of color;
- Strong interpersonal skills;
- General knowledge about the housing crisis in Alameda County and a desire to be part of the solution;
- Demonstrated commitment to serving low-income communities, Black communities, and communities of color;
- Excellent writing, research, analytical, design, and verbal communication skills;
- Ability to work independently, effectively strategize, teach, and make recommendations for new opportunities to advance the mission of Centro Legal;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, funders, 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
- Fluency in Spanish, Mandarin, Cantonese, or Vietnamese preferred.

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: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “Tenants’ Rights Outreach Coordinator” in the subject line. Please email application materials directly to jobs@centrolegal.org

As you prepare your application, please consider how your background and experience, professional or otherwise, have prepared you to: (1) serve our diverse client base effectively, (2) work effectively with colleagues from different backgrounds than your own, (3) acknowledge the systemic barriers that our clients face, and (4) contribute to our efforts to fight for racial justice? Feel free to think broadly about your response to this question, provide examples, and apply various aspects of your life and personal experiences.

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.