

## JOB ANNOUNCEMENT

### Temporary Immigrant Relief Fund 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.

In response to the coronavirus pandemic, Centro Legal de la Raza joined with several other organizations to launch the Oakland Undocumented Relief Fund, which aims to provide direct economic relief to workers impacted by the pandemic, who are excluded from unemployment insurance and public benefits programs.

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

### Position Summary

Centro Legal seeks a Temporary Project Coordinator to coordinate and manage the Oakland Undocumented Relief Fund and related immigrant relief efforts. This position is a temporary position, anticipated to last until October 30, 2020. 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:

- Leading Centro's efforts to provide relief payments to eligible applicants.
- Updating and overseeing the application and eligibility screening process.
- Conducting intake calls with applicants for relief.
- Managing a cohort of volunteers and partner organization staff who are assisting in conducting intake calls with applicants.
- Creating, updating, and circulating resources and referral materials to connect applicants to other services.
- Maintaining and tracking all data related to the project, including data on applications and disbursements.
- Serving as the primary point of contact for requests for information from OUR Fund, including messages from potential funders, reporters, community supporters, and potential applicants.

- Taking lead in preparing and disseminating public information related to OUR Fund, including application forms and information published on the OUR Fund website.
- Developing and conducting trainings for partner organization volunteers.
- Collaborating and communicating closely with partner organizations regarding project development and implementation.
- 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:

- Three years of relevant work experience, including project management or coordination of services, strongly preferred.
- 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;
- Ability to assume responsibility quickly and work independently and as part of a team.
- Ability to work cooperatively on projects with staff members, clients, and diverse community organizations;
- Experience in case management, service coordination, and data management highly desired.
- A demonstrated commitment to working with low-income, immigrant, and Spanish-speaking communities;
- 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 Immigrant Relief Fund 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.