

JOB ANNOUNCEMENT



Position: Immigrant Relief Fund Intake Specialist

Reports to: Workers Rights Directing Attorney

Bargaining Unit: No

FLSA: Non-Exempt

Type: Temporary/ Full Time

Assignment Length: position ends on 12/22/2020

Position Summary & Responsibilities

Centro Legal seeks a Temporary Part-Time Intake Specialist for the project to conduct intake interviews with applicants to the relief fund. This position is a temporary position, anticipated to last until December 22, 2020. This is a part-time position that will require approximately 20 hours each week. Centro may decide to extend the temporary position based on continuing need and available funding. Because of current public health guidance, this position is a remote work position. This position will report to Centro Legal's Workers' Rights Directing Attorney.

Primary responsibilities will include:

- Conducting intake calls with applicants for relief.
- Ensuring careful data collection and data entry based on intake calls.
- Screening and assessing applicants for eligibility for relief fund payments.
- Providing resources and referral materials to connect applicants with other community services.
- Working closely with the OUR Fund Coordinators on other aspects of the project as needed.

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.
- Fluency in Spanish.
- Excellent word-processing and computer skills.
- 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 client intake or interviewing and data entry is highly desired.
- 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 around race, ethnicity, age, gender identity and expression,

sexual orientation, religion, ability, socio-economic circumstance, immigration status, and record of arrest or conviction.

- 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, with the subject line, **"Temporary Immigrant Relief Fund Intake Specialist."**

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.