

## **JOB ANNOUNCEMENT**

**Position:** Temporary Emergency Rental Assistance Program Specialist

**Reports to:** Tenants' Rights Directing Attorney

**Bargaining Unit:** No

**FLSA:** Non-Exempt

**Type:** Full Time/Temporary

**Assignment Length:** 9 Months



### **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. In response to the COVID-19 Pandemic, we are partnering with local government agencies to implement and administer a large-scale emergency rental assistance program (ERAP) for low-income tenants financially impacted by the COVID-19 pandemic.

We are seeking a Temporary Rental Assistance Specialist to support the Tenant's Rights Program's emergency rental assistance efforts. This position will focus on final-stage application reviews, ensuring quality control and compliance with relevant state and federal regulations. This position is a temporary position, anticipated to last through December, 2021. 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.

### **Primary responsibilities will include:**

- Performs final-stage application reviews, approvals, and/or denials;
- Track and conduct document certification processes;
- Communicating with community application assistance partners to request additional information or documentation;
- Collaborate with community application assistance partners to ensure efficiency and accuracy in all aspects of the application and application review processes;
- Liaising with our finance team to ensure timely disbursement of checks;
- Updating and overseeing the application and eligibility screening process;
- Maintaining and tracking data related to the project, including data on applications and disbursements;

- Collaborating and communicating closely with government agencies and partner organizations regarding project development and implementation;
- Conducting training for community application assistance partners; and
- 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:

- Two years of relevant work experience;
- Experience related to quality assurance or compliance preferred, but not required;
- Strong organizational skills and impeccably high standards;
- 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 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, but not required.**

### **Compensation and Benefits:**

The salary for this position is \$25.00 per hour DOE. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December holiday office closure at full pay.

### **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 Rental Assistance Specialist.”** POSITION OPEN UNTIL FILLED

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### **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.