

JOB ANNOUNCEMENT

Position: Program Coordinator

Reports to: Youth Law Academy

Bargaining Unit: Yes

FLSA: Non Exempt

Type: Full Time



Position Summary

The Youth Law Academy, a project of Centro Legal de la Raza (Centro Legal), seeks a highly qualified individual for the position of Program Coordinator. The successful candidate will build upon prior accomplishments and significantly improve and expand the Youth Law Academy's programs, resources, and support.

The Youth Law Academy is fostering the next generation of talented judges and lawyers from underrepresented and diverse backgrounds. Through leadership development, mentorships, academic support, scholarships, college preparation, and career guidance, the Youth Law Academy encourages and supports youth in pursuing academic excellence and educational and professional opportunities in the law.

The Youth Law Academy (YLA) Program Coordinator reports to the YLA Program Director and provides administrative support for the YLA, primarily in the areas of student data tracking, financial aid education, teaching of curriculum, coordination of activities, and mentorship.

Primary Responsibilities

- Coordinating and executing after-school programming for high school students. Example topics include classes about fundamentals of law and government, Political Science course, Mock Trial exercises, Ethnic Studies and Criminal Justice Classes, financial aid education, leadership development, guest speakers, and pre-college and college transition classes;
- Assisting with the planning and coordination of various events, including Mock Trial, Swear-in Ceremony, YLA Retreat, SAT Test Prep course, mentor mixers, courthouse visits, law office visits, and professional development series;
- Updating and developing curriculum, and assisting with program strategy & design;
- Engaging all high school students with one-on-one advising sessions that include creating culturally sensitive Individual Action Plans with students, goal setting, and providing application support for external programs promoted by YLA;
- Working with Program Director to recruit students to the YLA by conducting outreach to local high school freshmen;
- Assisting with the mentorship program;
- Assisting with college information nights, parent nights, and student financial aid advising workshops;
- Tracking and managing student information, including YLA attendance, extracurricular involvement, completing student profile, financial aid application progress, academic progress, and mentorship activities. Timely & accurate data entry;
- Provide feedback and assistance with grant and other reports, including data entry and writing narrative sections;

- Helping the Program Director manage external relationships and partnerships with community based partners including educational institutions, internship sites, community based organizations, and court staff;
- Coordinating and supervising volunteers and interns;
- Engaging parents through phone calls and parent meetings;
- Assisting students with problem solving issues affecting their academic progress including referrals to outside agencies;
- Providing planning and logistical support for the Diversity Legal Pipeline; and
- Other tasks as assigned

Qualifications

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

- BA degree required;
- Experience working with a diverse client and staff population;
- Ability to bring strong, sustained energy and creativity to working with youth;
- Passion to work in nonprofit, youth development and social justice sector;
- Highly organized and able to work independently with minimal to moderate supervision;
- Ability to keep track of program deliverables and meet deliverable deadlines;
- Ability to work until the end of YLA classes which are three nights a week and typically end at 7:00pm, or 8:00pm during the college class;
- Ability to occasionally work late evenings, on weekends (special events) and a once a year overnight retreat;
- Ability to maintain a professional demeanor with great interpersonal and communication skills; and
- High level of proficiency in Microsoft Office Suite, Google docs, web-based tools, and social networking sites.

Preferences:

- Advanced degree in Ethnic Studies, Legal Studies, History, Sociology, or related field preferred;
- Demonstrated minimum 1 year experience in classroom management, teaching and/or counseling experience strongly preferred;
- Experience in pre-college academic advising and/or financial aid advising is preferred;
- At least 1 year experience working with youth from low-income/ urban backgrounds;
- Familiarity with legal concepts and/or ethnic studies preferred;
- Oral and written fluency in Spanish preferred;
- Excellent interpersonal skills.

Compensation and Benefits

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 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, "**YLA Coordinator.**"

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 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.