

## **JOB ANNOUNCEMENT**

**Position:** Temporary ERAP Data Analyst  
**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 ERAP Data Analyst to support the Tenant's Rights Program's emergency rental assistance efforts. This position will be part of our data analysis team, which focuses on improving our systems, training staff and partners, and evaluating our programs for equity and efficiency. 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:**

- Support the ongoing process of data collection, data entry, and analysis;
- Participate in the development of our technology infrastructure by flagging issues that interfere with equity and/or efficiency;
- Support staff and partners who are learning to use our data system;
- Produce monthly, quarterly, and annual data for grant reports;
- Create reports in the program's Salesforce database to support efficient and timely data analysis and grant reporting;
- Monitor quality of data being inputted and work with the program staff to ensure data quality;
- Support TR and development team in pulling data and preparing grant reports;
- Provide information and analysis for the purposes of program development, policy advocacy, and strategic leadership;
- Keeping sensitive client and organization information confidential;

- Other duties as needed related to grants administration, reporting, and program support

### **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 data collection and analysis;
- Experience with spreadsheets (Excel and Google Sheets) and relational databases;
- Ability to think creatively and analytically about data, and to explore data with curiosity;
- Experience with Salesforce preferred;
- Strong organizational skills and 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

### **Compensation and Benefits:**

The salary for this position is \$30.00 per hour. 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 ERAP Data Analyst."** 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.