

JOB ANNOUNCEMENT

Position: Temporary Rental Assistance Coordinator

Reports to: Tenants' Rights Program Manager

Bargaining Unit: No

FLSA: Non-Exempt

Type: Full Time/Temporary

Assignment Length: December 31, 2021



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, Centro Legal de la Raza's Tenants' Rights Practice is partnering with local government agencies to implement and administer large-scale emergency rental assistance for low-income tenants financially impacted by the COVID-19 pandemic.

We are seeking a Temporary Emergency Rental Assistance Program Coordinator to support our emergency rental assistance efforts. The Coordinator will conduct targeted outreach to low-income tenants and administer general education on the application process in Oakland and other parts of Alameda County. The Coordinator will work directly with tenants to explain the process, eligibility, gather documents and assist tenants in applying for rental and utility assistance. When working with tenants the Coordinator will work to identify other potential housing stability related needs and connect the tenant to those services, whether within Centro Legal or outside referrals. The Coordinator will work in partnership with the Tenants' Rights Outreach Coordinator, housing advocates, and attorneys to coordinate and execute workshops and presentations related to rental assistance, how to apply, eligibility and requirements. The Coordinator will assist with facilitating our outreach efforts related to rental assistance in order to maximize community engagement through marketing, teaching, outreach, and relationship management.

This position is temporary; anticipated to last at least until December 31, 2021. Centro Legal 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:

- Assisting tenants in applying for rental assistance by collecting documents, helping applicants upload documents and inputting information while helping tenants navigate the process via phone, virtual meetings, and potentially in person;
- Communicating with applicants to request additional information or documentation;
- Maintaining and tracking data related to the project;
- Conducting community engagement related to rental assistance in partnership with staff conducting know-your-rights presentations for legal clinics, local organizations, schools, community centers, faith-based organizations, courthouses, and other groups;
- Establishing and maintaining collaborative relationships with community-based organizations;
- Empowering and supporting communities, and creating widespread grassroots knowledge about rental assistance
- Tabling at community events to promote and educate on the program;
- Creating and disbursing educational materials to community members, volunteers, and other key stakeholders;
- Canvassing and posting flyers in digitally remote areas;
- Performing other special projects and duties as assigned.
- Recognizing and reporting patterns within the community that may inform the team's practices;
- Self-educating on issues and events surrounding the Bay Area housing landscape.

Qualifications

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

- Undergraduate degree preferred, but applicants with equivalent experience will be considered;
- At least one year of experience working at a community-based organization committed to serving low-income communities, Black communities, and communities of color;
- 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 ability to work cooperatively on projects with lawyers, other staff members, funders and stakeholders, and diverse community organizations;

- 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.

Compensation and Benefits

Salary is \$25.00 an hour. Centro Legal provides a generous benefits package including medical, dental, vision, life insurance, LTD, leave policies, vacation hours, and paid holiday.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. To apply, submit a brief cover letter, resume, and list of three professional references by email to jobs@centrolegal.org. Include “**Rental Assistance Coordinator**” in the subject line.

As you prepare your application, please consider how your background and experience, professional or otherwise, have prepared you to: (1) serve our diverse client base effectively, (2) work effectively with colleagues from different backgrounds from your own, (3) acknowledge the systemic barriers that our clients face, and (4) contribute to our efforts to fight for racial justice. You may think broadly about your response, provide examples, and apply various aspects of your professional and personal experiences.

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.