

JOB ANNOUNCEMENT

Position: ACILEP Program Manager

Program: Immigrants' Rights

Reports to: Immigrants' Rights Directing Attorney

Bargaining Unit: Yes

FLSA: Non Exempt

Type: Full Time



Position Summary

The Program Manager is responsible for the management and coordination of the Alameda County Immigration Legal and Education Partnership rapid response network, including coordinating of meetings; deliverables planning, achievement, and tracking; project reporting; and facilitating communication and information sharing between the Partnership agencies.

The Program Manager position will be based in Oakland. Frequent travel throughout Alameda County for community and Partnership events will be required.

Primary Responsibilities

The immigrants' rights legal advocate will provide direct support to our immigrants' rights team. Duties will include:

- Plan for and implement the ACILEP deliverables and activities in coordination with Centro staff and partner agencies.
- Create, write and update administrative protocols for the dispatchers, and community leaders to facilitate communication between different departments.
- Plan, coordinate, and in some cases provide up to date Know-Your-Rights workshops, Family Preparedness Plan presentations, Legal Observer Trainings to the immigrant community on their individual rights, and current immigration law and policy topics.
- Collaborate with parishes and congregations, community centers, community-based organizations, and schools to coordinate Know-Your-Rights workshops, Family Preparedness Plan presentations, Legal Observer Trainings education and the provision of immigration legal services among other services.
- In partnership with the dispatcher team and the outreach team, develop an outreach plan for distribution of materials such as trainings, presentations, forums and other activities planned by the collaborative.
- Collaborate with other legal service providers and organizing groups in the community to work together, share information and organize trainings.
- Attend trainings and courses to remain updated on immigration law and policy for professional development and to build the capacity of the collaborative.
- Staff ACILEP hotline, provide information, support, and response for Alameda County residents who are threatened with deportation or need legal assistance.

- Support and assist community leaders during immigration forums, community fairs, and other events.
- Prepare written materials, including flyers and handouts, for community events.
- Develop relationships with media outlets and other partners to share stories and promote events.
- Produce media content for newsletter, Facebook, twitter, Instagram and other relevant social media platforms. Update and maintain the ACILEP website about activities, programs, and special events.
- Coordinate interpretation, translate documents as needed for community and other events.
- Work closely with Centro Legal's Immigrants' Rights staff in coordinating legal representation for eligible clients.
- Coordinate screenings for potential immigration relief and improve access to resources and services for immigrant communities.
- Work with Directing Attorney, and program staff to create appropriate forms for data reporting and evaluation. Maintain accurate and up- to-date client information, calls, and events in database
- Draft progress reports and maintain communication with grant makers as needed for reporting.
- Assist with recruiting, training, and supervision of volunteers for immigration forums, legal observer trainings, among other trainings.
- Other duties 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:

- A Bachelor's degree, or associate's degree combined with relevant experience, is required;
- Must be fluent in spoken and written Spanish
- Experience working with low-income, immigrant, and monolingual Spanish-speaking communities
- Strong administrative, organizational, interpersonal, verbal communication, and writing and presentation skills are required
- Effective public speaker
- Must have proven and strong leadership skills
- Professional technology skills including Microsoft Word, Excel, and PowerPoint, Adobe Acrobat, and database software. Ability to scan, edit and create PDF files and experience with shared folders
- Experience with data entry and reporting with software
- High level of independent judgment
- High analytical abilities to spot issues and plan legal services for clients

Core Competencies:

- Demonstrates a fundamental respect for the dignity of others. Works collegially and is a proven team builder. Inclined to coach and teach in order to improve knowledge and ability of others, but holds people accountable for results
- Understands and values quality improvement. Able to effectively address overlapping projects and deadlines. Adaptable and reliable in face of conflict, crisis, or changing priorities
- A demonstrated commitment to diversity and inclusion; valuing a diversity of perspectives and encouraging contributions by all team members
- Ability to be a team leader and a team member
- Ability to thrive in a flexible, fast-paced, accredited, and growth oriented environment while maintaining a positive solution oriented approach
- High analytical abilities to process large amounts of data from multiple sources. Ability to prioritize across multiple types of work and coordinate the work of others
- Ability to network and interact internally and externally

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, "**ACILEP Program Manager.**"

Start date: We are seeking to fill this position on or around June 1, 2021.

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.