

JOB ANNOUNCEMENT

Position: Executive Assistant
Reports to: Executive Director
Bargaining Unit: No
FLSA: Exempt



Position Summary :

This is an exciting opportunity to play an essential role in carrying out Centro Legal's mission and vision by supporting our Executive Director (ED) in leading the organization. The Executive Assistant will provide programmatic, administrative and logistical support to the ED. The ideal candidate will have a **deep connection to the East Bay**, a demonstrated commitment to working with **immigrant, low-income, Black, and Latinx communities**, and a passion for **tenants' rights, immigrants' rights, and/or workers' rights law and policy**. This position requires someone to be a self-directed, energetic, skilled organizer, scheduler, and trusted advisor with a high level of integrity and accountability to the mission and vision of the organization.

Primary Responsibilities

- **Administrative:** Assists ED with administrative duties and tasks while maintaining and improving internal systems for the ED. Complete and file credit card expense reports, invoice requests, and other accounting-related paperwork for the ED.
- **Calendar:** Strategically manages ED's calendar, evaluates opportunities, supports in determining fit with strategic priorities and mission. Review upcoming meetings and events for the week to ensure the ED has all information needed to be as productive as possible and send out agendas or documents to meeting attendees as necessary. Research meeting attendees and prepare briefs for ED. Work with other departments to ensure correct information and data is available to the ED. Support the ED's projects by calendaring deadlines, documenting decisions, taking notes, following up with partners/staff as deadlines approach, and proofreading.
- **Communications:** Communicate directly, and on behalf of the Executive Director with the Board of Directors, donors, funders, staff, clients and other community partners. Conserve Director's time by proactively screening, prioritizing, and managing Director's inbox and drafting responses to incoming inquiries and requests, using discretionary judgment, to ensure effective triaging and follow up. In collaboration with ED and Director of Development, prepare reports, reports, proposals, speeches and presentations on behalf of the ED.
- **Board of Directors:** Serves as Board of Directors Liaison, including coordination, logistics, recordkeeping, and tracking of board and executive level goals. Prepare ED reports for board meetings.
- **Policy, Advocacy, and Relationship Building:** Support ED in staying abreast of current federal, state, and local policy and its impacts on the community and organization. Track, organize and report on policy positions, actions items and recommendations. Prepare briefs for ED. Track ED external relationships and partnership priorities.
- Other special projects as designated by the ED.

Competencies and Qualifications

- Passion for and knowledge of **tenants' rights, workers' rights, and/or immigrants' rights law or policy**;
- Familiarity with **local government landscape**;
- Experience working with **systematically excluded communities**;
- Evidence of **mission alignment** in work history, volunteer activities, and/or personal experience;
- Desire to take on added responsibilities, **aspirations to grow** personally and professionally;
- **Spanish language proficiency**, verbal and written, preferred, but not required;
- Strong **critical thinking** and **analytical skills** and keen **attention to detail**;
- Positive, respectful, and effective **written and verbal communication skills**;
- Engaged relationship builder with advanced **interpersonal and negotiation skills**;
- Ability to handle confidential and sensitive information with **discretion** and **diplomacy**;
- Ability to be **flexible, adaptive** and **responsive** with constant need and shifting priorities;
- Demonstrated **commitment to diversity, equity, and inclusion** 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
- Must be willing to work **occasional evenings and weekends** in support of an active ED calendar.

Compensation

Salary is competitive and commensurate with experience ranging from \$64,821 to \$75,048. 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 are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include "**Executive Assistant**" in the subject line. Please email application materials directly to jobs@centrolegal.org

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.