

## JOB ANNOUNCEMENT

**Position:** Immigrants' Rights Government Contracts and Grants Coordinator

**Reports to:** Immigrants' Rights Program, Compliance and Grants Manager

**Bargaining Unit:** Yes

**FLSA:** Non-Exempt

**Type:** Full Time



**Position Summary:** We are seeking a government contracts and grants coordinator to support the successful implementation of a new regional project to administer funding to Bay Area immigration legal services organizations and assist with contract compliance, including monitoring reporting and project progress. The government contracts and grants coordinator will be responsible for maintaining the timely and effective processing of data and reporting, working with the Immigrants' Rights Program, Compliance and Grants Manager to review and monitor progress of subgrantee deliverables and reporting, to ensure timely and accurate data entry and reporting. Because of current public health guidance, this position will begin as a partially remote work position. If public health guidance changes, this position may require full-time in-office work from our office in Oakland.

### **Primary responsibilities will include:**

- Supporting the Immigrants' Rights Program, Compliance and Grants Manager in the successful implementation of the immigration program administrator project;
- Updating and assisting with reporting, invoicing, and other project processes as needed;
- Generate reports, store complete work in designated softwares;
- Maintaining and tracking data related to the project, including organizational data and subgrantee case opening, funds disbursements, and other program metrics;
- Entering case information and data to case management software and sorting and compiling data;
- Reviewing data for accuracy and cleaning up data sets;
- Reviewing subgrantee data for accuracy and completeness;
- Communicating with subgrantees and government agencies to request additional information or documentation;
- Liaising with various departments to ensure timely disbursement of checks;
- Collaborating and communicating closely with state agencies and partner organizations regarding project developments and implementation;
- Overseeing, tracking, and assisting with responding to contract and grant reporting deadlines;
- Creating and distributing education and training materials to subgrantees, volunteers, and other key stakeholders; and
- Performing other special projects and duties as assigned.

## 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, including project management or coordination of services;
- At least one year of experience working at a community-based organization committed to serving low-income communities, Black communities, and communities of color preferred, but not required;
- Strong interpersonal skills;
- General knowledge about immigration legal services, preferably in the Bay Area;
- Knowledge about state immigration funding and reporting highly preferred;
- 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; and
- 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.

## Compensation and Benefits

The salary is competitive and commensurate experience ranging from \$24.13-\$28.65 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). Include **"Immigration government contracts and grants coordinator"** in the subject line.

## POSITION OPEN UNTIL FILLED

**The Organization:** Founded in 1969 and located in Oakland, California, Centro Legal de la Raza (Centro Legal) is a legal services agency focused on strengthening low-income and noncitizen families and individuals by providing multilingual and culturally-competent legal representation, education, and advocacy. Our mission is to protect and expand the rights of low-income people and promote access to justice for thousands of individuals and families each year throughout Northern and Central California. Our immigrants' rights practice is focused on serving the needs of our most vulnerable community members, including families living in poverty, unaccompanied minors, victims of violent crimes, survivors

of domestic and sexual violence, and detained and incarcerated people. We offer comprehensive, full-service direct representation to our clients before the immigration courts, USCIS, and federal courts, as well as provide legal rights education and client intake through our various immigration clinics. We specialize in detained and non-detained removal defense with a heavy emphasis on asylum and Special Immigrant Juvenile Status (SIJS), family-based visa petitions, U visas for victims of violent crime, and naturalization.

### **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.