

JOB ANNOUNCEMENT

Position: Immigrants' Rights Grants and Contracts Supervisor

Reports to: Directing Attorney Immigrants' Rights'

Bargaining Unit: no

FLSA: Exempt

Type: Full Time



Position Summary: We are seeking a grants and contracts supervisor to oversee public and private contracts and grants for our immigrants' rights practice. The supervisor will serve as the primary administrator for the grant/contract management process, including supervising staff working on grants and contracts coordination, and providing training to ensure alignment of outcomes. The Supervisor will ensure accurate, timely, and efficient management of all contracts and grants which includes review of awards and correspondence with granting entities, leading a team in the pre and post award process, maintaining all grant/contract agreements and MOUs, work with our finance team to track/invoice payments, produce finance reports, and monitor contract/grant activities and deliverables to close. 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:

- Oversee grant/contract program budgets, timelines, and reporting dates and documentation and work with IR team to ensure timely and accurate compliance;
- Supervise IR's grants and contracts coordinators, including conducting weekly check-ins and annual performance evaluations;
- Work with the Immigrants' Rights Director to ensure compliance with all applicable grant/contract rules;
- Develop contracts and grants processes and procedures to ensure efficient processing of all contract and proposal documents;
- Coordinate with the finance department pertaining to grants and contracts, such as reimbursements/invoicing and closeout procedures;
- Prepare written reports, both internal and external, regarding individual contracts; contract policy and procedures; problem areas or changes in rules and regulations;
- Ensure policies and procedures and relevant documents and processes are consistently, effectively and efficiently managed within the department and across the organization;
- Assist director with developing budgets for proposals;
- Supervise IR's program administrator program for regional immigration services, including supervising program staff and serving as primary point of contact for the Department of Social Services, prepare training materials and convenings for subgrantees; and

- Collaborate and communicate closely with state, county, and city agencies and partner organizations regarding project developments and implementation.

Qualifications

- The applicant must profoundly share Centro Legal's mission and vision of racial, economic and social justice. Qualifications include:
- Experience managing contracts, budgets and invoices and foundation grants, required;
- Knowledge of state immigration funding contracts and reporting required;
- Experience with nonprofit budgeting and administrative functions;
- General knowledge about immigration legal services, preferably in the Bay Area;
- 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;
- Exceptional orientation to detail and accuracy;
- Passion for improvement of systems and processes;
- 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 with experience ranging from \$78,413-80,504. 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. Include **"Immigrants' Rights Grants and Contracts Compliance Supervisor"** 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.