



## **JOB ANNOUNCEMENT**

**Position:** Tenants' Rights Navigator/Advocate, Unincorporated Alameda County

**Reports to:** Tenants' Rights Supervising Attorney

**Bargaining Unit:** No

**FLSA:** Non-Exempt

**Type:** Full Time/Temporary

**Assignment Length:** Up to 24 months

### **Position Summary**

Our Tenants' Rights Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics and workshops, affirmative litigation, know your rights presentations, administrative hearings before rent boards, and policy advocacy.

Centro Legal is seeking a Tenant Navigator/Advocate to effectively coordinate and provide housing services to tenants most in need of housing support in Unincorporated Alameda County. The ideal candidate has a connection and familiarity with Unincorporated Alameda County (Ashland, Castro Valley, Cherryland, Fairview, San Lorenzo, and Sunol), is bilingual, and has a stellar level of organization, communication skills, and time management.

This position is a temporary position, but 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, the courthouse in Hayward, and occasional support in person at different spaces in Unincorporated Alameda County.

### **Duties will include the following:**

- Project manage the Tenants' Rights team's Unincorporated Alameda County services, including facilitating ongoing collaborations with partners and stakeholders, train-the-trainer presentations, and know your rights workshops;
- Manage emails referrals and questions from clients and partner organizations;
- Work closely with intake team to support with screening individuals over the phone, by email, and in the office for eligibility for services, assess legal issues, schedule consultations, and provide or coordinate appropriate assistance;
- Supporting tenants' rights attorneys in all aspects of legal representation for our clients;
- Conducting intake interviews with potential clients, with attorney supervision;

- Working closely with tenants' rights attorneys to provide legal advice and brief services to Centro's clients through consultations;
- Meeting with clients to gather documents, complete administrative and civil complaint forms, interview clients, and draft client statements for attorney review;
- Coordinating and supporting administrative systems, including physical case file management, our peer-to-peer (P2P) referral system, and supporting remote and in-person clinics;
- Support with maintaining regular partner meetings, including scheduling, calendaring, creating agendas, and facilitating meetings;
- Conducting community outreach and know-your-rights presentations;
- Translating letters and other documents; and
- Performing other special projects and other duties as assigned by the Tenants' Rights Directing Attorney(s) and other Tenants' Rights staff, including rental assistance applications, social media campaigns and advocacy, and other administrative support.

### **Qualifications**

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

- At least one year of experience working at a community-based organization on committed to serving low-income communities, Black communities, and communities of color preferred, but not required;
- Fluency in Spanish, Mandarin, Cantonese, or Vietnamese is required;
- Personal connection or familiarity with Unincorporated Alameda County preferred, but not required;
- Strong interpersonal skills;
- Strong organization and time management 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, 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 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

- Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, and take initiative.

### **Compensation**

Salary is competitive and commensurate with experience range is \$24.13 to \$28.65. 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, please send a brief cover letter, resume, and list of three professional references by email to [jobs@centrolegal.org](mailto:jobs@centrolegal.org), with the subject line, “ **Tenants’ Rights Navigator/Advocate, Unincorporated Alameda County** ” in the subject line.

### **POSITION OPEN UNTIL FILLED**

### **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 characteristic 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.