

JOB ANNOUNCEMENT

Position: Immigrants' Rights Administrative Coordinator

Reports to: Immigrants' Rights Supervising Attorney

Bargaining Unit: Yes

FLSA: Non Exempt

Type: Full Time or Part Time



Position Summary

Centro Legal's immigration legal practice includes comprehensive, full-service direct representation before USCIS and the immigration courts (EOIR), district court and federal court of appeals. Centro also participates in impact litigation efforts, legal rights education, and local and national advocacy. We specialize in detained and non-detained removal defense, the intersection of immigration and criminal law, affirmative asylum applications, and humanitarian visas. Centro Legal is seeking a highly motivated immigrants' rights administrative coordinator to provide administrative support to the Immigrants' Rights Practice.

Duties will include the following:

- Coordinating and supporting administrative systems, including physical case file management and supporting remote and in-person clinics;
- Sort, scan, label, and distribute mail in the office and electronically;
- Scan, photocopy, and fax or mail paperwork as requested;
- Act as liaison between Immigrants' Rights team and Operations;
- Distribute/receive client documents at front desk; greet arriving clients for appointments and notify appropriate staff member;
- Opening/creating/updating physical files for new clients;
- Contacting clients and potential clients; creating client and case accounts and updating client information in case management database;
- Coordinating and responding to requests from former Centro IR clients for copies of files and other similar needs;
- Support with case closing process for reporting to funders, e.g., by pulling and redacting documents from case files; and
- Performing other special projects and other duties as assigned by Supervisor.

Qualifications

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

- Fluency in Spanish is required;
- Demonstrated commitment to serving low-income communities, Black and Latinx communities, and communities of color;
- Strong interpersonal skills;
- Strong organization and time management skills;
- General knowledge about immigrants' rights law or policy;

- 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;
- 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
- Willingness to work in the office on a regular basis, in accordance with public health guidelines;
- Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative.
- At least one year of experience working at a community-based organization committed to serving low-income immigrant, Black and Latinx communities, and communities of color preferred, but not required.

Compensation and Benefits:

Salary is competitive and commensurate with experience ranging from \$27.97-\$32.50 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, **“Immigrants’ Rights Administrative Coordinator.”**

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.