JOB ANNOUNCEMENT

Position: Temporary Administrative Assistant
Reports to: Grants Supervisor
Bargaining Unit: No
FLSA: Non-Exempt
Type: Full Time/Temporary
Assignment Length: 6 Months

Position Summary
Centro Legal’s complex funding landscape includes multiple revenue sources such as federal, state, county and city contracts, subawards from other nonprofits, in addition to foundation grants and other sources. We are seeking an Administrative Assistant to support the Grants Supervisor and the Contracts and Compliance Officer with management of all aspects of a portfolio of Centro Legal’s grants and contracts. The position involves supporting the grants team with ensuring Centro Legal adheres to regulations associated with state, local, government and private funding, some of which is redistributed by Centro Legal, such as to non-profit subcontractors. The Administrative Assistant will support the Contracts & Grants department to ensure compliance of contracts under all program areas; Tenants’ Rights, Immigrants’ Rights, Workers’ Rights and the Youth Law Academy.

This position is temporary, lasting for 6 months from the date of commencement with possible extension. Centro may decide to extend the temporary position based on continuing need and available funding. Based on current organizational policy, this position will begin remotely and may require some work from our office in Oakland.

Responsibilities

- Provide logistical support to manage the department’s calendars, meetings and communications;
- Assist in communications with community partners, funders, and staff, including responding to calls and emails to increase efficient coordination as well as relationship building;
- Support program staff with coordination and project management on collaborative grants that include partner organizations;
- Calendar and track grant/contract timelines and reporting dates;
- Maintain grant/contract documentation on Google Drive and a remote server;
- Perform data entry and cleaning, and navigate data systems to retrieve or update information;
- Assist the Contracts & Grants department in responding to organizational and staff needs/requests, and support general program coordination;
● Support with research for grant applications;
● Support with preparing narrative responses for grant applications;
● Provide administrative and management support on special projects and day-to-day operations.

Qualifications
The applicant must profoundly share Centro Legal’s mission and vision of racial, economic and social justice. Qualifications include:
● Minimum of one year of experience in administrative or clerical work;
● Minimum of one year of experience working at a community-based organization committed to serving low-income communities, Black communities, and communities of color;
● An understanding of the East Bay’s political and funding landscape preferred, but not required;
● Fluency in Spanish, Mandarin, Cantonese, or Vietnamese preferred, but not required;
● Experience in data entry and/or working with Salesforce or a similar data system preferred, but not required;
● Experience with Google Drive, Adobe, and Microsoft Suite preferred;
● Time management and organizational skills;
● Experience providing client services with positive, respectful, and effective communication;
● Excellent writing, research, analytical, and verbal communication skills;
● Ability to work effectively in a fast-paced environment with demanding and/or shifting deadlines and workflows;
● Excellent attention to detail;
● Demonstrated ability to work cooperatively on projects with staff members and diverse community organizations; 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 circumstances, immigration status, and record of arrest or conviction.

Compensation
This is a full time non-exempt position that is competitive and commensurate with experience ranging from $28.65-$31.40 per hour.

Benefits and Perks:
We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long-term disability and life insurance.
• Medical coverage (Kaiser) will be provided at Centro Legal’s expense covering 100%, and 50% for dependents, spouses, and partners. Our alternative health plans with United Health Care at an additional premium cost.
• Additional Benefits include: Health Care FSA, Dependent Care FSA, commuter benefits, pet insurance, and Employee Assistance Plan.
• PTO: Vacation: 0-1 year 16 days per year, 1-2 year 18 days per year, Over 2 years 23 days per year, (1) paid wellness days per month, 12 sick days per year.
• Office Closure: 12 holidays + Winter break is 8 work days, to include the period from December 24th through January 1st

COVID 19 Policy
Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to https://myvaccinerecord.cdph.ca.gov/.

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, with the subject line, “Temporary Administrative Assistant” in the subject line.

POSITION OPEN UNTIL FILLED

About Centro Legal
Since 1969, Centro Legal has worked to protect and advance the rights of low-income, immigrant, Black, and Latinx communities through bilingual legal representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, to ensure access to justice for thousands of individuals and families each year throughout Northern and Central California. Our legal practices take on challenging cases and fight for our clients passionately, with the hope that everyone feels heard and represented in the midst of our turbulent justice system.

Diversity Statement
Centro Legal is an equal employment opportunity employer and shall not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ethnicity, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, service in the uniformed services 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, conviction/incarceration history (subject to any requirements, exceptions or limitations provided for in the Fair Chance Act or other applicable federal, state, and local law), political affiliation, Union activity, 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.