

JOB ANNOUNCEMENT

Position: Temp Executive Assistant

Reports to: Executive Director

Bargaining Unit: No

FLSA: Exempt

Type: Full Time

Length Assignment: 07/31/2024

Position Summary

This is an exciting opportunity to play an essential role in carrying out Centro Legal's mission and vision by supporting our Executive Director (ED) in leading the organization. The ideal candidate will have a deep connection to the East Bay, a demonstrated commitment to working with immigrant, low income, Black, and Latinx communities, and a passion for tenants' rights, immigrants' rights, and/or workers' rights law and policy. This position requires someone to be a self-directed, energetic, skilled organizer, scheduler, and trusted advisor with a high level of integrity and accountability to the mission and vision of the organization.

Responsibilities

- **Administrative:** Assists ED with administrative duties and tasks while maintaining and improving internal systems for the ED. Complete and file credit card expense reports, invoice requests, and other paperwork for the ED.
- **Calendar:** Strategically manages ED's calendar, evaluates opportunities, supports in determining fit with strategic priorities and mission. Review upcoming meetings and events for the week to ensure the ED has all information needed to be as productive as possible and send out agendas or documents to meeting attendees as necessary. Research meeting attendees and prepare briefs for ED. Work with other departments to ensure correct information and data is available to the ED. Support the ED's projects by calendaring deadlines, documenting decisions, taking notes, following up with partners/staff as deadlines approach, and proofreading. For example, strategic plan coordination and working alongside consultants to meet deadlines. Scheduling weekly/biweekly huddles with ED to evaluate conflicting priorities regarding ED's calendar. Creating processes/protocols to determine level of prioritization of events.
- **Communications:** Communicate directly, and on behalf of the Executive Director with the Board of Directors, donors, funders, staff, clients and other community partners. Conserve Director's time by proactively screening, prioritizing, and managing Director's inbox and drafting responses to incoming inquiries and requests, using discretionary judgment, to ensure effective triaging and follow up. In collaboration with ED and organizational leadership, prepare reports, reports, proposals, speeches and presentations on behalf of the ED and other executive leadership, as needed. Work with ED to manage ED's professional social media.
- **Board of Directors:** Serves as Board of Directors Liaison, including coordination, logistics, recordkeeping, and tracking of board and executive level goals. Prepare ED reports for board meetings.

- **Policy, Advocacy, and Relationship Building:** Support ED in staying abreast of current federal, state, and local policy and its impacts on the community and organization. Track, organize and report on policy positions, actions items and recommendations. Prepare briefs for ED. Track ED external relationships and partnership priorities. This position may require occasionally attending city council and other local government legislative meetings.
- Other **special projects** as designated by the ED.

Qualifications

- One year of executive support and/or project coordination experience, supporting senior-level executive;
- Passion for and knowledge of tenants' rights, workers' rights, and/or immigrants' rights law or policy;
- Familiarity with local government landscape;
- Experience working with systematically excluded communities;
- Evidence of mission alignment in work history, volunteer activities, and/or personal experience;
- Desire to take on added responsibilities, aspirations to grow personally and professionally;
- Spanish language proficiency, verbal and written, preferred, but not required;
- Strong critical thinking and analytical skills and keen attention to detail;
- Positive, respectful, and effective written and verbal communication skills;
- Engaged relationship builder with advanced interpersonal and negotiation skills;
- Ability to handle confidential and sensitive information with discretion and diplomacy;
- Ability to be flexible, adaptive and responsive with constant need and shifting priorities;
- Demonstrated commitment to diversity, equity, and inclusion 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

This position is exempt that is competitive and commensurate with experience ranging from \$69,821 to \$75,051 (\$33.50/hr-\$37/hr).

Location

The temporary Executive Assistant position is hybrid and will need to report to Oakland, Ca 94601 location 3 days out of the week. Must be willing to work in-person on **occasional evenings and weekends** in support of an active ED calendar.

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
- 4 Day Workweek Pilot through December. During the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

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 are encouraged to apply as soon as possible. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Include **"Temporary Executive Assistant"** in the subject line. Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

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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. Centro Legal's multifaceted approach to legal advocacy on behalf of the most vulnerable amongst us is purposefully designed to ensure access to justice. To this end, we pride ourselves in the three key components of our work: creating leadership, empowerment, and equity in our community. We focus on leadership by providing guidance and mentorship to the next generation of attorneys and judges of color through our Youth Law Academy and Diversity Legal Pipeline programs. We incubate community empowerment by advocating for positive change in local and state governments, creating meaningful dialogue on issues through our communications and media strategies,

and by engaging in true, collaborative based, community lawyering. Finally, we ensure equity through high quality bilingual legal services and courtroom advocacy.

For more information, please visit our website: <https://centrolegal.org/>

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.