

JOB ANNOUNCEMENT



Position: Workers' Rights Directing Attorney

Reports to: Executive Director

Bargaining Unit: No

FLSA: Exempt

Type: Full Time

Position Summary

Centro Legal's Workers' Rights Practice provides comprehensive legal services to low-wage workers facing wage theft, discrimination, retaliation, and other violations of workplace rights. Centro Legal also works closely with worker organizers and worker centers to offer legal services and legal rights education in support of collective efforts to improve working conditions and build worker power. The Workers' Rights Directing Attorney reports to the Executive Director and leads the organization's Workers' Rights Practice.

Primary Responsibilities

- Overseeing the provision of direct legal services, including the design and implementation of systems for case management, quality control, and data tracking;
- Training, mentoring, supervising, and supporting ongoing development of a diverse staff of attorneys, advocates, volunteers, and interns;
- Developing and advancing program strategy in collaboration with the other members of the workers' rights practice;
- Working in partnership with Centro Legal's Litigation Director to identify cases and oversee workers' rights litigation, including employment class actions, multi-plaintiff wage and hour cases, and discrimination lawsuits;
- Managing independent caseload consisting of limited and full scope legal representation for low-wage workers facing wage theft, discrimination, retaliation, and other workplace rights violations;
- As part of the Senior Management Team, assisting Executive Director with growth and development of the organization, including through leadership in occasional strategic projects to support organizational priorities;
- Supporting the practice's budgeting and fundraising efforts, including preparation of the annual budget, grant applications, and grant reports;
- Building and strengthening administrative infrastructure of the program to ensure relevant and efficient protocols;
- Tracking, analyzing, and reporting data on program metrics, including case and outreach deliverables;
- Overseeing relationships with worker centers and other community partners to provide technical assistance, legal education, outreach, and direct legal services;

- Overseeing collaborative work with local, regional, and state partners on policy initiatives, funding, and strategic litigation efforts;
- Serving as a media contact and expert spokesperson for Centro Legal's workers' rights practice, as needed.

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Below are additional qualifications:

- JD, admitted and in good standing with the California Bar;
- Minimum of 5 years of relevant experience in employment law or direct legal services (8+ years preferred);
- Substantial experience with Berman hearings, plaintiff-side employment litigation, and mediation strongly preferred;
- Strong leadership skills and experience managing legal services staff;
- Fluency in Spanish preferred;
- Excellent writing, research, analytical, and verbal communication skills;
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations;
- Knowledge and adherence to community and movement lawyering principles;
- Demonstrated commitment to civil liberties, workers' rights, and public interest law;
- 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

This is an exempt full time position that is competitive and commensurate with experience ranging from **\$108,914-\$119,369**.

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 + 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/>.

Working Conditions

- Hybrid working environment, including regular in-person attendance at events
- Prolonged periods of sitting at a desk and working on a computer. Often communicating with people using the phone, email, via video call, or in person.

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 cover letter describing your interest in this particular position, resume, and list of three professional references by email to jobs@centrolegal.org, with the subject line, **“Workers’ Rights Directing Attorney”** in the subject line.

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 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 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.