



## **JOB ANNOUNCEMENT**

**Position:** Tenants' Rights Directing Attorney

**Reports to:** Executive Director

**Bargaining Unit:** No

**FLSA:** Exempt

**Type:** Full Time

### **Position Summary:**

Our Tenants' Rights Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics, affirmative litigation, administrative hearings before rent boards, know-your-rights presentations and an array of community outreach, and policy initiatives. We are seeking an experienced attorney who will bring leadership and innovation to our fearless and dynamic team of Tenants' Rights advocates.

### **Primary responsibilities include:**

- Overseeing the provision of tenants' rights 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;
- Assign and help manage supervisees' caseloads at a rate that promotes self-care and wellbeing;
- Developing and advancing program strategy in collaboration with the other members of the tenants' rights practice;
- Working in partnership with Centro Legal's Litigation Director to identify cases and oversee tenants' rights affirmative litigation;
- 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;
- Serving as a media contact and expert spokesperson for Centro Legal's tenants' rights practice, as needed;
- Managing limited independent caseload consisting of directly representing low-income tenants in unlawful detainer trials and appeals and at rent board hearings;
- Supervise drop-in clinics and know-your-rights workshops in order to build power in communities, monitor trends in the displacement crisis, and identify potential plaintiffs for affirmative litigation;
- Presenting to and working with key stakeholders on changes in law, policy and practice; and

- Overseeing collaborative work with local, regional, and state partners on policy initiatives, funding, and strategic litigation efforts.

### **Desired Qualifications:**

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

- J.D., admitted and in good standing with the California bar;
- Fluency in Spanish, Mandarin, Cantonese, or Vietnamese preferred, but not required;
- Minimum of 5 years of relevant experience in housing law or direct legal services;
- Trial experience strongly preferred;
- Strong leadership skills and experience managing attorneys, fellows, or interns;
- Experience managing grants and/or program design in non-profits strongly preferred;
- Knowledge and adherence to community and movement lawyering principles;
- Excellent writing, research, analytical, and verbal communication skills;
- A demonstrated commitment to civil liberties, tenants' 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;
- Familiarity in working with clients in crisis or who are trauma survivors;
- Willingness to conduct training and outreach activities in the community as needed; and
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members across organization, and diverse community organizations, stakeholders and policymakers.

### **Compensation and Benefits**

This is an exempt full time position that is competitive and commensurate with experience ranging from \$108,914- \$119,187.

### **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
- 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.

### **Schedule**

- *Four-Day Workweek Pilot:* Centro currently operates on a four-day workweek, Monday–Thursday, 9:00 a.m.–5:00 p.m., as part of a pilot program.

### **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. To apply, send a brief cover letter, resume, and list of three professional references by email to [jobs@centrolegal.org](mailto:jobs@centrolegal.org). Include **“Tenants’ 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. 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.

For more information, 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.