

## JOB ANNOUNCEMENT

**Position:** Legal Fellow or Staff Attorney - Tenants' Rights, Alameda County

**Location:** Oakland, CA

**Reports to:** Tenants' Rights Managing Attorney

**Bargaining Unit:** Yes

**FLSA:** Exempt

**Type:** Full Time

### Position Summary & Responsibilities

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 community outreach, and policy initiatives. We are seeking a **2025 law school graduate\*** or an **attorney licensed to practice law in California** to join our team in providing high quality legal services to low-income tenants in Alameda County.

*\*Please note that this is not a time-limited fellowship position. The Legal Fellow will have the opportunity to become a staff attorney upon successfully being admitted to the California bar, consistent with the terms of our collective bargaining agreement.*

Primary responsibilities will include:

- Directly representing low-income tenants in **unlawful detainer trials and appeals**;
- Directly representing low-income tenants in **administrative hearings**;
- Directly representing low-income tenants in **high-impact affirmative litigation** to enforce tenants' rights in our community;
- Supervising and/or providing consultations at **clinics and workshops**;
- Providing **Know Your Rights presentations** to community members and trusted community-based organizations to build community knowledge about tenants' rights; and
- Representing Centro Legal de la Raza and its clients at **community events, stakeholder meetings, City Council hearings**, etc.

### Qualifications

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

- 2025 law school graduate who will sit for the 2025 California Bar Exam OR J.D., admitted and in good standing with the California bar;
- Fluency in Spanish (written and verbal) strongly preferred;
- Knowledge of and adherence to community lawyering principles;
- Strong leadership skills;
- Excellent writing, research, analytical, and verbal communication skills;
- Demonstrated commitment to tenants' rights and public interest law;

- Demonstrated ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations;
- 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;
- Commitment to understanding, or understanding of, how intersectionality plays a role in client and staff experiences; and
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members across organization, and diverse community organizations, stakeholders and policymakers.

### **Compensation**

This is an exempt full time position that is competitive and commensurate with experience ranging from \$71,321 - \$84,731.

### **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. Submit via email only: 1) cover letter, 2) resume, and 3) a list of three professional references. Please include **“Legal Fellow - Tenants’ Rights”** or **“Staff Attorney - Tenants’ Rights”** in the subject line. Please email application materials directly to [jobs@centrolegal.org](mailto: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. 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.