

## JOB ANNOUNCEMENT

**Position:** Office Manager

**Reports to:** Director of Finance and Operations

**Bargaining Unit:** No

**FLSA:** Exempt

**Type:** Full Time, In-Person

### Position Summary

The Office Manager will work in several areas of administration, primarily office management, with the ability to prioritize projects in a fast-paced environment and provide status updates on progress. The Office Manager will supervise an administrative team and collaborate with Centro Legal leadership to ensure the organization's administrative and operational needs are being met. The Office Manager must be able to work independently, take ownership of assignments, and demonstrate accountability and autonomy in their work. This is a full-time, in-person role reporting to the Deputy Director. **Fluency in Spanish is required** for this position, as it is essential to effectively support staff and serve the community.

### Primary responsibilities:

- Take the lead in providing comprehensive logistical support for daily administrative, operational, IT, and facilities needs at Centro, including maintenance and special projects, while promptly responding to urgent staff requests;
- Supervise administrative team, ensuring day-to-day administrative operations are running smoothly;
- Managing logistics for office meetings, events, and closures;
- Maintain and monitor organizational supply stock and inventory records, and maintain postal supplies such as stamps, envelopes, and packaging materials; and place orders as needed;
- Maintaining office equipment and filing system (physical and electronic files);
- Partner with Human Resources to assist with the operational onboarding and offboarding of staff; take the lead on assessing and addressing office ergonomic needs;
- Administrating and updating the organization's database, resources, policies and procedures as it relates to front desk administration, operations and facilities;
- Manage office budgets and expenses, including invoice processing and tracking of office expenditures;
- Oversee the distribution of all incoming mail to appropriate programs and departments; and coordination of delivery services
- Partner with organizational leadership to maintain the safety and security of the organization, including developing and implementing emergency operation plans;
- Assume overall direction of disaster procedures at this location and may serve as the Incident Commander of the Emergency Response Team;
- Assume overall direction of company's crisis management;
- Direct evacuation of building, using fire evacuation procedures;
- Provide reports of all safety incidents to management and keep them informed of any related developments;

- Work with emergency services personnel as it relates to office safety;
- Responsible for problem-solving and managing client de-escalation, ensuring client concerns are addressed promptly and effectively to maintain positive relationships;
- First point of contact to address any facility issues and maintenance and coordinate with owners, managers, and vendors to ensure issues are fixed immediately;
- Assisting with special projects and other duties as needed.

### **Key Qualifications and Skills**

- Fluency in Spanish is required;
- Minimum 3 years managing an office or similar administrative and operational experience;
- At least one year of experience working at a community-based organization committed to serving low-income immigrant, Black and Latinx communities, and communities of color preferred, but not required;
- At least two years of experience working as client-facing or direct service staff at a community-based organization;
- BA or higher degree preferred;
- Proficient in MS Office Suite, Word, Excel, Google applications, and online databases;
- Time management: The Office Manager easily moves between duties and responsibilities to effectively prioritize and manage their own schedule, and is able to multitask, prioritize, and manage time efficiently;
- Exercise good judgment, especially when quickly evaluating emergency/urgent situations;
- Strong management, leadership, professionalism, attentiveness, patience, kindness, and cultural competence.

### **Compensation**

This is an exempt full time position that is competitive and commensurate with experience ranging from \$78,000-\$88,000.

### **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
- 4 Day Workweek Pilot: during the pilot Centro's operating hours are Monday - Thursday, 9am-5pm.

### **Working Conditions**

- Working in person office environment in our Oakland office

- Regularly sits at a desk or computer workstation
- Ability to move throughout the office to access files, office equipment, and supplies.
- Occasionally required to lift and carry office supplies, boxes, or equipment up to 15 pounds.
- Ability to bend, stoop, and reach as needed.

### **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: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “**Office Manager**” in the subject line. Please email application materials directly to [jobs@centrolegal.org](mailto:jobs@centrolegal.org).

## **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**

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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.