



## **JOB ANNOUNCEMENT**

**Position:** [Temporary] Grants Coordinator

**Reports to:** Contracts and Grants Compliance Officer

**Bargaining Unit:** No

**FLSA:** Non Exempt

**Type:** Full Time, Temporary

**Assignment Length:** 7 Months

### **Position Summary**

Centro Legal's complex funding landscape includes multiple revenue sources such as federal, state, county and city contracts, subawards from other nonprofits, in addition to foundation grants and other sources. We are seeking a Temporary Grants Coordinator to support the Grants and Contracts Department with management of all aspects of Centro Legal's grants and contracts portfolio. The position involves supporting the department with ensuring Centro Legal adheres to regulations, and established processes associated with grant funding and contracts compliance, including the management of funds redistributed by Centro Legal, such as to non-profit subcontractors. The Temporary Grants Coordinator will support with grant reporting, prospecting, data and content management, and other areas of grants management for all programs areas; Tenants' Rights, Immigrants' Rights, Workers' Rights and the Youth Law Academy.

### **Primary Responsibilities will include:**

#### Data Clean-Up and Database Oversight:

- Conduct monthly data clean-up in Centro Legal's Salesforce-based systems and on other platforms to support data integrity.
- Work with program staff to ensure data is accurately captured and regularly updated in databases.
- Support with preparation of organizational data requests used for fundraising or other reporting purposes.

#### Grants Reporting:

- Monitor and update deliverable progress and funding allocations in coordination with program and finance staff, ensuring grant goals are met and flagging underperformance or issues as needed.
- Prepare all aspects of grant reports including narrative and data in alignment with funder requirements and specifications.
- Utilize and update internal tools regularly in preparation of frequent and time-sensitive reporting requests on progress and performance.

#### External Communication and Subgrantee Monitoring:

- Facilitate communication with partners and subcontractors to ensure timely, accurate, and complete reporting, and support compliance on collaborative grants.
- Provide support in communication with funders and collaboratives, such as grant updates, requests for information, convenings and orientations, and administrative technical assistance.

#### Funding Applications and Prospecting:

- Coordinate research and information-gathering for new and renewal grant applications.
- Assist with preparing narrative responses and assembling materials for application submissions.
- Attend informational webinars on funding opportunities and provide updates to relevant staff.

#### Record-Keeping and Compliance:

- Maintain up-to-date records for grants and contracts on Google Drive, Grantseeker, Centro Legal's internal server, and other platforms as needed, adhering to protocols for document naming, filing, and storage.
- Ensure compliance with contract and auditing requirements, including timely updates, document and data retention, and policy and procedure documents.
- Calendar and track grant timelines, including application release dates and deadlines, reporting and financial deadlines, contract timelines, and other due dates and reminders using Google Calendar.

#### Special Projects as Needed:

- Provide project management support with cross-departmental and collaborative grant initiatives involving several staff and partner organizations.
- Contribute to other tasks and special projects as assigned.

#### **Qualifications**

- The applicant must profoundly share Centro Legal's mission and vision.
- Experience with clerical and administrative tasks;
- Exceptional attention to detail and accuracy;
- Passion for improvement of systems and processes;
- Excellent writing, research, analytical, design, and verbal communication skills;
- Ability to work independently, effectively strategize, troubleshoot, and make recommendations for new opportunities to advance the mission of Centro Legal; and
- At least one year of experience working at a community-based organization preferred, but not required;
- Experience with Salesforce, Google Suite, and Microsoft Suite platforms strongly preferred;
- Direct experience with aspects of grants management such as grant writing or reporting preferred, but not required;

#### **Compensation and Benefits**

The salary is competitive and commensurate with experience ranging from \$29.90-\$31.91 per hour.

#### **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 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/>.

### **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: This position is full-time, Monday–Thursday, 9 a.m. to 5:30 p.m. We would like to hire someone full time but are open to part-time for the right candidate.

### **To Apply**

Review of applications will begin immediately and continue until the position is filled, with an expected start date in September 2025. Applicants should apply without delay. 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 **“Temporary Grants Coordinator”** 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.