

JOB ANNOUNCEMENT



Position: Executive Assistant
Reports to: Executive Director
Bargaining Unit: No
FLSA: Exempt

Position Summary

This is an exciting opportunity to play an essential role in carrying out Centro Legal's mission and vision by supporting our Executive Director (ED) in leading the organization. The Executive Assistant will provide programmatic, administrative and logistical support to the ED. The ideal candidate will have a deep connection to the East Bay, a demonstrated commitment to working with immigrant, low-income, Black, and Latinx communities, and a passion for tenants' rights, immigrants' rights, and/or workers' rights law and policy. This position requires someone to be a self-directed, energetic, skilled organizer, scheduler, and trusted advisor with a high level of integrity and accountability to the mission and vision of the organization.

Primary Responsibilities

Administrative: Provide high-level administrative and logistical support to the Executive Director while maintaining and improving internal systems for efficiency and organization.

- Manage the Executive Director's calendar, scheduling, travel, and project timelines; track commitments, and follow up with staff and partners to keep key initiatives on course.
- Serve as the Executive Director's primary point of contact—handling correspondence, prioritizing information, and ensuring timely communication and follow-up.
- Draft and edit written materials and communications for the Executive Director that effectively convey Centro Legal's mission, priorities, and leadership.
- Maintain organized and confidential records, ensuring proper documentation and accessible files.
- Coordinate meetings and events, ensuring logistics and materials are prepared in advance.
- Process and reconcile expense reports and related documentation.

Board of Directors Support: Serve as the primary liaison to the Board of Directors, ensuring effective coordination, communication, and recordkeeping.

- Plan and execute all Board and committee meetings and retreats—including scheduling, preparing agendas, compiling and distributing materials, taking minutes, and tracking follow-up items.
- Maintain accurate governance records and board documentation, ensuring materials are shared at least one week in advance of meetings.
- Partner with the Executive Director to prepare reports, presentations, and briefing materials that support board engagement and decision-making.
- Coordinate communication between the Board and staff, providing regular updates and facilitating follow-through on action items.

External Relations, Development, & Stakeholder Engagement: Serve as a key liaison between the Executive Director and external partners—including funders, donors, policymakers, and community leaders—ensuring timely communication, coordination, and follow-up.

- Support relationship management by coordinating meetings, correspondence, and events that strengthen Centro Legal's partnerships across the legal, advocacy, and philanthropic sectors.
- Prepare comprehensive briefing materials and talking points for the Executive Director's meetings with funders, government agencies, and coalition partners.
- Collaborate with the Development team to support fundraising and donor stewardship efforts, including scheduling donor check-ins, tracking outreach, drafting thank-you notes, and assisting with proposals and progress updates.
- Maintain accurate and up-to-date records of funder and partner interactions in Salesforce, ensuring consistent documentation of relationships, communications, and donations.

Special Projects: Support the Executive Director on key organizational initiatives or other special projects as designated by the Executive Director.

Qualifications

- Minimum of 1 years of administrative or executive support experience, preferably in a nonprofit, legal services, or advocacy organization.
- Experience working directly with executive leadership, board members, or high-level stakeholders is strongly preferred.
- Experience coordinating meetings, logistics, and materials for senior management or boards of directors.
- Positive, respectful, and effective written and verbal communication skills, paired with strong attention to detail and the ability to manage confidential and sensitive information with discretion, diplomacy, and sound judgment.
- Proficiency with Microsoft Office, Google Workspace, and Salesforce (or similar CRM).
- Spanish language proficiency, preferred, but not required;

Compensation

The salary range for this position is \$69,821-\$80,281 commensurate with experience.

Benefits and Perks

We offer a competitive and comprehensive benefits package to include: medical, dental, vision, long term disability and life insurance.

- Centro Legal provides 100% employer-paid Kaiser medical coverage for employees, and 50% coverage for dependents, spouses, and partners. Alternative plans through UnitedHealthcare and Kaiser are also available 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.

***Note:** Centro Legal de la Raza is currently engaged in collective bargaining. As such, certain benefits,

including time-off policies, are subject to change based on ongoing negotiations.

COVID 19 Policy

Centro Legal requires all employees to comply with current state and local public health guidelines. Proof of vaccination may be required, with accommodations for medical or religious reasons.

Working Conditions & Schedule

- Hybrid working environment, including regular in-person attendance at events
- Prolonged periods of desk and computer work, frequent communication by phone, email, video, and in person, with occasional lifting of up to 20 lbs such as files or office supplies.
- Standard business hours and must be willing to work occasional evenings and weekends in support of an active ED calendar.

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. **Include “Executive Assistant” in the subject line.** Please email application materials directly to 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.

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.