

## **JOB DESCRIPTION**

**Position:** Temporary ACILEP Coordinator

**Reports to:** ACILEP Co-Director

**Assignment length:** One year (with efforts to secure continued funding)

**Bargaining Unit:** No

**FLSA:** Non Exempt

**Type:** Full-time

### **Position Summary**

ACILEP is a countywide rapid-response initiative anchored by Centro Legal de la Raza that provides emergency legal support, community education, and verified reporting of ICE activity to help protect immigrant communities from detention and deportation. The program operates a hotline and a coordinated volunteer network to ensure timely, accurate responses to community reports and urgent situations.

The ACILEP Coordinator supports the administration and day-to-day operations of the program, including hotline coordination and volunteer infrastructure. This role works closely with internal teams and partner organizations to help ensure the program runs smoothly, responsively, and in alignment with ACILEP's mission.

### **Primary Areas of Responsibilities:**

The ACILEP Coordinator supports the administration and ongoing implementation of a countywide rapid-response program serving immigrant communities. Core areas of responsibility include:

- **Program Operations Support:** Contributing to the coordination and administration of ACILEP's core program functions, including hotline operations, community response efforts, and internal workflows to enable timely and effective service delivery.
- **Volunteer Program Support:** Supporting the development, coordination, and sustainability of ACILEP's volunteer infrastructure, including systems for recruitment, training, communication, and engagement across multiple volunteer roles.
- **Cross-Team and Partner Coordination:** Working collaboratively with internal teams and external partner organizations to support aligned program delivery, information-sharing, and coordinated response during periods of heightened community need.
- **Program Learning and Adaptation:** Assisting with documentation, data tracking, and internal reflection to support continuous improvement, reporting requirements, and the evolution of program systems and practices over time.
- **Flexible and Evolving Support:** Providing adaptable support functional areas as program priorities shift, including surge support during high-volume periods or emergent situations.

### **Qualifications**

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

- A Bachelor's degree OR equivalent relevant experience in community response, program coordination, or related fields;
- Language Requirement: English fluency required; Spanish, Cantonese, Mam, Farsi, or Mandarin fluency a plus
- Excellent word-processing and computer skills, including knowledge of Microsoft Word and Excel as well as G-suite;
- Strong organizational and multitasking skills, with the ability to remain calm and focused under pressure;
- Excellent written, verbal, and interpersonal communication;
- Experience with data entry and database systems (Salesforce experience strongly preferred).
- Preferred:
  - Experience in rapid response, volunteer management, crisis hotlines, or immigrant rights programming.
  - Training or experience in trauma-informed practices.
  - Experience developing protocols, training tools, or community safety systems.
  - Experience working with asylum seekers, unaccompanied minors, or Indigenous-language speakers.

### **Compensation**

The salary range for this position is \$29.90-34.42 per hour, 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 medical and 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**

- 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 with occasional evenings required to support clinics, hearings, and community events.

## **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 “Temp ACILEP Coordinator” 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.