

JOB ANNOUNCEMENT

Position: Tenants' Rights Staff Attorney- Contra Costa

Reports to: Tenants' Rights Managing Attorney

Bargaining Unit: Yes

FLSA: Exempt

Language: Fluency in Spanish is strongly preferred.



Position Summary

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 staff attorneys to join our team in providing high quality legal services to low-income tenants as we launch an eviction defense practice in Contra Costa County.

Primary responsibilities will include:

- Directly representing low-income tenants in unlawful detainer trials and appeals;
- Directly representing low-income tenants in administrative hearings;
- Supervising and/or providing consultations at clinics and workshops;
- Providing Know Your Rights presentations to community-based organizations; 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:

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- J.D; admitted and in good standing with the California bar;
- Fluency in Spanish, Mandarin, Cantonese, or Vietnamese preferred, but not required;
- Knowledge and adherence to community lawyering principles;
- Strong leadership skills;
- Excellent writing, research, analytical, and verbal communication skills;
- Demonstrated commitment to civil liberties, 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 and 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

The salary range for this position is \$75,321-\$89,731 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.

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 **“Tenants’ Rights Staff Attorney- Contra Costa County”** 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.