

## **JOB ANNOUNCEMENT**

**Position:** YLA Program Coordinator

**Reports to:** Director of YLA

**Bargaining Unit:** Yes

**FLSA:** Non Exempt

**Type:** Full Time

### **Position Summary**

The Youth Law Academy (YLA), a project of Centro Legal de la Raza, is designed to foster the next generation of judges and lawyers from underrepresented communities. Through leadership development, mentorship, academic support, scholarships, college preparation, and career guidance, YLA supports youth in pursuing academic excellence and pathways into the legal profession.

The program provides structured after-school programming, individualized student support, and a range of enrichment opportunities, including mock trial, college readiness, financial aid education, and professional exposure through partnerships with legal and community organizations.

The YLA Program Coordinator supports the implementation and operations of the program, including student data tracking, curriculum delivery, event coordination, and mentorship programming, in partnership with the YLA Program Director.

### **Primary Responsibilities:**

- Coordinate and deliver after-school programming for high school students, including curriculum on law and government, mock trial, ethnic studies, financial aid, leadership development, and college readiness.
- Provide one-on-one guidance to high school and college students, including academic planning, career exploration, and support with college and financial aid processes.
- Plan and coordinate program events such as mock trial activities, mentor mixers, workshops, college visits, parent meetings, and other student-focused programming.
- Track and manage student data, including attendance, academic progress, financial aid status, and mentorship engagement, ensuring timely and accurate data entry.
- Support curriculum development and contribute to program strategy, design, and continuous improvement.
- Assist students in addressing challenges impacting academic success, including connecting them with appropriate resources and referrals.
- Support student recruitment efforts through outreach to local high schools, colleges, and community partners.
- Coordinate and support internship and mentorship programs.
- Assist with grant reporting and program evaluation, including data collection, analysis, and narrative reporting.
- Support relationship management with community partners, including schools, nonprofits, legal organizations, and other stakeholders.

- Coordinate and supervise volunteers and interns.
- Engage parents and families through communication and meetings.
- Provide logistical and administrative support for program operations, including communications, scheduling, event coordination, reporting, and file management.
- Assist with outreach and communications, including social media, presentations, and materials for partners and stakeholders.
- Support the Diversity Legal Pipeline and related program initiatives.
- Other duties as assigned.

**Required Qualifications:**

- Bachelor's degree required
- Experience working with diverse communities, including youth from low-income or underrepresented backgrounds
- Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and track program deliverables
- Ability to work both independently and collaboratively in a team environment
- Excellent communication, interpersonal, writing, and editing skills
- Demonstrated cultural humility and commitment to equity and inclusion
- Passion for youth development, education, and social justice work
- Ability to engage and support youth with energy, creativity, and consistency
- Proficiency in Microsoft Office, Google Workspace, and other web-based tools
- Ability to work at least one evening per week (until 7:00–8:00 PM) and occasional evenings or weekends for program events

**Preferred Qualifications:**

- Advanced degree in Ethnic Studies, Legal Studies, Education, Sociology, or a related field
- Experience in teaching, classroom management, academic advising, or youth counseling
- Experience supporting students with college readiness, financial aid, or career planning
- Experience working in nonprofit, legal services, or community-based organizations
- Familiarity with legal concepts, ethnic studies, or social justice frameworks
- Bilingual proficiency in Spanish (written and spoken)
- Experience with data tracking, analysis, and reporting

**Compensation**

The salary range for this position is \$29.90–\$33.41 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 time-off policies, are subject to change based on ongoing negotiations.

### **Working Conditions**

- Hybrid working environment, including regular in-person attendance at events, which may require travel.
- 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 and/or weekends (with flex-time and/or over-time) required to support emergency legal deadlines and hearings, as well as clinics 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 "Fellow Paralegal – ACILEP" 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.