



## JOB ANNOUNCEMENT

**Position:** Immigrants' Rights Administrative Coordinator

**Reports to:** Immigrants' Rights Directing Attorney or Deputy Director

**Bargaining Unit:** Yes

**FLSA:** Non-exempt

**Type:** Full time

### Position Summary

Centro Legal de la Raza's Immigrants' Rights Practice specializes in direct representation of noncitizens before the federal immigration agencies and federal and state courts. We provide all legal services pro bono and we are funded through a diverse array of government and foundation grants as well as individual donations. The Immigrants' Rights Practice is seeking an Administrative Coordinator who is highly organized and committed to immigrant justice. The Administrative Coordinator will work under the supervision of Immigrants' Rights program leadership to support administrative functions such as data management, grant reporting, and expense tracking; and will further perform legal programmatic tasks such as clinic/workshop coordination, file maintenance, and client intake and case management. **This position is open immediately.**

### Primary Responsibilities

- **Administrative Support:** Provide administrative and operational support to the Immigrants' Rights Program, including coordinating with internal departments to facilitate program operations and compliance, and maintaining organized physical and electronic client files, case records, program documents, and confidential information.
- **Clinic Coordination:** Serve as the primary point of contact for recruiting, scheduling, and communicating with clinic clients and external partners regarding clinic coordination and logistics.
- **Data & Reporting:** Support data collection, recordkeeping, and administrative processes necessary for program, grant, financial, and organizational reporting.
- **Programmatic Services:** Work directly on clients' legal cases under the supervision of licensed legal practitioners.
- **Operational Assistance:** Assist program leadership with administrative projects, scheduling, communications, and other operational needs to support effective program management.
- Perform other duties and special projects as assigned.

### Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Additional **required** qualifications include:

- Bachelor's Degree or equivalent work experience;

- Fluency and strong writing skills in both English and Spanish;
- Excellent administrative, organizational and time management skills, and a demonstrated ability to manage projects efficiently and effectively and meet deadlines;
- Strong attention to detail and accuracy;
- Passion for improvement of systems and processes;
- Experience working with a diverse group of people, problem-solving collaboratively and coordinating group projects; as well as ability to work independently;
- Excellent written and verbal communication skills, as well as interpersonal skills.

Additional **preferred** qualifications include:

- Experience working with immigrant communities in a professional setting, and/or professional or personal familiarity with immigration law/policy;
- Experience working in nonprofit legal services or other community-based nonprofit organization;
- Experience with government and/or foundation grant reporting and budget planning;
- Familiarity with Salesforce-based case or client management systems.

### **Compensation**

This is a full-time, non-exempt position with compensation competitive and commensurate with experience, ranging from **\$29.90 to \$34.42 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

**\*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**

- Hybrid working environment, including regular in-person attendance.

- Prolonged periods of sitting at a desk and working on a computer.
- Frequent communication with clients, staff, partners, and stakeholders by phone, email, video call, and in person.

### **To Apply**

Please go to our website: <https://www.centrolegal.org/careers/> and click on “**Join Our Talent Community**” to apply directly. If you have any questions or issues, please contact [jobs@centrolegal.org](mailto:jobs@centrolegal.org).

Please submit the following materials:

1. Submit a **cover letter** describing your interest in this particular position.
2. Submit your **resume**.
3. Submit a list of three **professional references**.

### **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.