

JOB DESCRIPTION

Position: Temporary Community Education 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

Centro Legal de la Raza serves as the anchor organization and program administrator for several collaboratives focused on providing services and education to immigrant communities in the Bay Area, including Alameda County's Rapid Response Network, ACILEP. In that capacity, Centro Legal conducts and coordinates outreach and education efforts throughout the region, working directly with immigrant communities as well as a diverse ecosystem of community based organizations, service providers, advocate formations and others working with immigrants, such as schools, government agencies and more. Centro Legal also organizes events such as organizational conferences and convenings, as well as community workshops and legal clinics to provide community services in partnership with sister organizations.

The Temporary Community Education Coordinator conducts education and outreach directly with diverse immigrant communities, and also coordinates with our partners and others doing similar work throughout the Bay Area region. Their work ensures a high level of visibility for the information, services and resources offered by Centro Legal, ACILEP and our community partners; as well as offering support for community with referrals and services navigation across the region. To that end, this role also supports the maintenance of community partnerships and organizational relationships, as well as communications and public awareness campaigns.

Primary Areas of Responsibilities:

- Plan and coordinate community events, including legal clinics, outreach programs, and organizational convenings.
- Conduct outreach and community education for linguistically diverse immigrant communities in collaboration with Centro Legal's ACILEP and Immigrants' Rights teams.
- Develop, distribute, and present educational materials for immigrant community members, service providers, educators, volunteers, advocates, and other stakeholders.
- Support and maintain partnerships with local organizations, volunteers, service providers, and community stakeholders.
- Develop, distribute, and present educational materials for immigrant community members, service providers, educators, volunteers, advocates, and other stakeholders, in collaboration with Centro Legal's ACILEP and Immigrants' Rights legal staff.
- Help expand access to services for immigrant community members by coordinating with service providers, facilitating referrals, and supporting systems navigation across the region.
- Maintain and update resource lists, contact directories, databases, attendance records, and related program materials.

- Gather feedback and track engagement to assess community participation, satisfaction, and support program improvement.
- Represent Centro Legal at community meetings, outreach events, and public events.
- Perform other duties as assigned.

Qualifications

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

- Bachelor's degree or equivalent relevant experience in community outreach and education, project management, event planning, or program coordination.
- English and Spanish fluency preferred. Fluency in Cantonese, Mam, Farsi, Vietnamese, or Mandarin is a plus.
- Experience with community outreach and education, including social media, digital tools, in-person trainings, and presentations.
- Experience with event planning and project coordination, including organizing logistics, drafting agendas, arranging catering, and coordinating operational equipment. Legal clinic experience preferred.
- Excellent written and verbal communication, interpersonal, conflict-resolution, and cultural awareness skills.
- Familiarity with CRM systems, Canva, Microsoft Office, Google Workspace, and social media platforms. Salesforce experience strongly preferred.

Preferred Qualifications:

- Experience in immigrants' rights programming and working with linguistically diverse communities, including supporting language justice practices.
- Training or experience in trauma-informed practices.
- Experience with public speaking, networking, and relationship-building.

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 work environment, including regular in-person attendance at legal clinics, community events, and other program activities.
- Prolonged periods of desk and computer work, with frequent communication by phone, email, video, and in person.
- Occasional lifting of up to 20 pounds, such as files, supplies, or event materials.
- Standard business hours, with occasional evenings or weekends required to support legal clinics, outreach activities, and community events.

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.

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

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.