

JOB ANNOUNCEMENT

Position: Managing Attorney, Tenants' Rights - Alameda County

Reports to: Tenants' Rights Directing Attorney

Bargaining Unit: No

FLSA: Exempt

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 an array of community outreach, and policy initiatives. We are seeking an experienced attorney to provide leadership and innovation for our team of Tenants' Rights advocates.

Primary Responsibilities

- Directly representing low-income tenants in unlawful detainer trials and appeals;
- Providing case supervision and informing legal strategy for attorneys;
- Training, mentoring, and supporting the ongoing development of a diverse staff of attorneys and advocates, volunteers, and interns - including conducting performance evaluations;
- Assigning and helping to manage supervisees' caseloads at a rate that promotes self-care and wellbeing;
- Supervising drop-in clinics;
- Providing Know Your Rights presentations to community-based organizations;
- Assisting in determining appropriate case stories for use in reports, advocacy materials, and public education and providing expert testimony to media on current tenants' rights law and policy topics;
- Collaborating with Directing Attorney to administer and manage projects and programs within practice;
- Collaborating with Directing Attorney to monitor, track, analyze and report data and case deliverables for projects and programs within practice;
- Presenting to and working with key stakeholders on changes in law, policy and practice; and
- Collaborating with local, regional, and national partners on policy initiatives, funding, and litigation efforts, as needed.

Qualifications

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

- J.D; admitted and in good standing with the California bar;
- Fluency in Spanish, Mandarin, Cantonese, or Vietnamese preferred, but not required;
- Minimum of 5 years of experience in housing law or public interest litigation;
- Trial experience;

- Strong leadership skills and experience managing attorneys, fellows, or interns;
- Knowledge and adherence to community lawyering principles;
- Excellent writing, research, analytical, and verbal communication skills;
- A demonstrated commitment to civil liberties, tenants' rights, and public interest law;
- 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;
- Willingness to conduct training and outreach activities in the community as needed; and
- Demonstrated ability to work cooperatively on projects with lawyers, other staff members across organization, and diverse community organizations, stakeholders and policymakers.

Compensation

This is an exempt full time position that is competitive and commensurate with experience ranging from \$96,448 to \$103,776.

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

COVID 19 Policy

Proof of completed Covid-19 vaccination to include both shots of a two-dose vaccination regimen, or one dose of a single-dose vaccine, will be required for all employees (except for reasonable accommodations due to medical and/or religious beliefs). All employees must provide HR with their vaccination QR Code by going to <https://myvaccinerecord.cdph.ca.gov/>.

Working Conditions

- Hybrid working environment
- Prolonged periods of sitting at a desk and working on a computer. Often communicating with people using the phone, email, via video call, or in person.

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 “**Managing Attorney, Tenants’ Rights**” 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.