

## JOB ANNOUNCEMENT

**Position:** Temporary Intake Coordinator

**Reports to:** Tenants' Rights Supervising or Managing Attorney

**Bargaining Unit:** No

**FLSA:** Non Exempt

**Type:** Full Time

### Position Summary

Our Tenants' Rights Practice works to stop displacement and stabilize our communities through eviction defense, drop-in legal clinics and workshops, affirmative litigation, know your rights presentations, administrative hearings before rent boards, and policy advocacy. Centro Legal is seeking a highly motivated tenants' rights intake and administrative coordinator to assist with client intake and screening and provide administrative support to the Tenants' Rights Practice through December 31, 2024.

### Duties will include the following:

- Screening individuals over the phone, by email, and in the office for eligibility for services, assess legal issues, schedule consultations, and provide or coordinate appropriate assistance;
- Tracking client intake and legal services through comprehensive data entry in Centro Legal's database as required for grant or project reporting, and careful file management;
- Meeting with clients to provide general tenant counseling, provide appropriate referrals, and gather documents for attorney and paralegal review;
- Coordinating and supporting administrative systems, including physical case file management, our peer-to-peer (P2P) referral system, and supporting remote and in-person clinics;
- Conducting community outreach and know-your-rights presentations;
- Translating letters and other documents;
- Performing other special projects and other duties as assigned by the Tenants' Rights Directing Attorney(s), including rental assistance applications, social media campaigns and advocacy, and other administrative support.

### Qualifications

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

- Spanish fluency is required.
- Fluency in Mandarin, Cantonese, or Vietnamese is strongly preferred, but not required.
- At least one year of experience working at a community-based organization committed to serving low-income communities, Black communities, and communities of color preferred, but not required;
- Strong interpersonal skills;
- Strong organization and time management skills;
- General knowledge about the housing crisis in Alameda County and a desire to be part of the solution;
- Demonstrated commitment to serving low-income communities, Black communities, and communities of color;

- Excellent writing, research, analytical, design, and verbal communication skills;
- Ability to work independently, effectively strategize, teach, and make recommendations for new opportunities to advance the mission of Centro Legal;
- 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; and
- Must be well organized, efficient, highly motivated, able to handle multiple tasks at once, work well under pressure, and take initiative.

### **Compensation**

This is a non-exempt, full-time, temporary position that is competitive and commensurate with experience ranging from \$29.90 to \$31.91 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

### **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. Please include **"Temporary Intake Coordinator - Tenants' Rights"** 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.