

## **JOB ANNOUNCEMENT**

**Position:** Temporary YLA Manager

**Reports to:** Deputy Director

**Bargaining Unit:** No

**FLSA:** Non Exempt

**Type:** Full Time



### **Position Summary**

Centro Legal's Youth Law Academy strives to foster the next generation of talented judges and lawyers from underrepresented and diverse backgrounds. Through leadership development, mentoring, academic support, scholarships, college preparation, and career exploration, The Youth Law Academy encourages and supports youth in pursuing academic excellence and professional opportunities in the law.

Under the supervision of Centro Legal's executive leadership, the YLA Program Manager is responsible for the implementation of The Youth Law Academy programming. The position provides the opportunity to work in a dynamic grassroots community law center and within a unique youth development program. Major responsibilities:

### **Duties will include the following:**

#### **Programming**

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- Develop, coordinate, and execute after-school programming for three groups of 10 – 15 high school students. Programming includes college preparation,, introductory law course, mock trial program, life skills, guest speakers, study skills, leadership development, etc;
- Provide and/or coordinate case management to 40 program alumni currently attending college, or graduates who planning on applying to law school;
- Develop curriculum and programming for YLA students currently attending college;
- Oversee and ensure the completion of program deliverables including classes, events, and internships;
- Oversee the mock trial program, including providing direction to the program, recruiting attorney coaches, securing the location, inviting a judge, and ensuring that the program is proceeding at a good pace;
- Supervise our individual student support curriculum including wellness resources;
- Annually recruit students to The Youth Law Academy by conducting outreach in local high schools including presentations to high school freshman regarding college entrance requirements;
- Connect students with internship sites, including sending out student applications, internship site management, oversight, and evaluations.
- Ensure that students are paired with attorney mentors and two mixer events are planned each year;
- Organize the week-long Diversity Legal Pipeline by creating an agenda and inviting guest speakers, panelists, and presenters. Conduct outreach for the DLP to bay area and California universities and enroll 15 students.
- Maintain ongoing case management support and the pairing of attorney mentors to DLP alumni.

## **Administration**

- Supervise and direct the YLA Program Coordinators and other YLA Staff including interns;
- Coordinate professional development for the YLA team.
- Maintain organized file management, oversee database implementation, and utilize best practices for data;
- Prepare and deliver reports for current grants including accurate reporting of program metrics and successes
- Take photographs of YLA functions and help prepare language for external communications;
- Order sufficient supplies including technology for students and ensure the safekeeping of program supplies.
- Keep track of program spending and prepare timely expense reports;
- Participate in career fairs, mock interviews, and guest presentations at local high schools for the purpose of community building and increasing the YLA's presence at school sites
- Strategically attend events with our partners and collaborators to represent the program

## **Qualifications**

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

- Qualifications:
- Bachelor's Degree required. Advanced degree in relevant field preferred.
- Exceptional organizational, file management, and leadership skills.
- Self-initiated and able to set priorities and organize complex projects
- Proficiency in MS Office and Google Docs
- 3+ years experience in non-profit or youth leadership preferred

## **Compensation and Benefits:**

Salary is competitive and commensurate with experience ranging from \$78,000-\$83,000. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December Holiday office closure at full pay.

## **To Apply**

Review of applications will begin immediately and continue until the position is filled. Applicants should apply without delay. To apply, send a brief cover letter, resume, and list of three professional references by email to [jobs@centrolegal.org](mailto:jobs@centrolegal.org), with the subject line, "**TEMP YLA Manager.**"

## **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 de la Raza 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 Legal 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.