LA RAZA CENTRO LEGAL

A NONPROFIT COMMUNITY LAW CENTER
474 Valencia Street, Suite 295, San Francisco, CA 94103
Phone: (415) 575-3500 Fax: (415) 255-7593 Web: www.lrcl.org

Workers' Rights Program Staff Attorney

Position: Workers' Rights Staff Attorney
Reports to: Workers' Rights Legal Director
Bargaining Unit: Yes
FLSA: Exempt
Type: Full Time

Job Description

The primary objective of the Workers' Rights Program Staff Attorney is to collaborate with the day-to-day operations of the legal services for the agency's Workers Rights Program (WRP or the Program) as well as with the outreach and education activities of the Program.

The Workers' Rights Program Staff Attorney will collaborate with the Program to assure that low-wage and immigrant workers in San Francisco are respected and treated fairly in the workplace. The position will assist with reporting requirements as well as take part in fundraising of the agency, especially with respect to the WRP.

Position Summary and Responsibilities

The WRP at La Raza Centro Legal provides comprehensive legal services to low-wage and immigrant workers in San Francisco facing wage theft, discrimination, retaliation, and other violations of workplace rights.

Primary responsibilities will include:

Legal Services

- Provide direct legal services to low-wage and immigrant workers through a mix of individual consultations, advice, and legal representation in wage-and-hour, retaliation, discrimination, and other claims.
- Represent workers in administrative proceedings, and state and federal court, as well as direct settlements negotiations or mediations with employers.
- Manage an individual caseload and maintain regular office hours.
- Collaborate, develop, and strengthen relationships with other legal aids, worker centers, and community partners to provide legal education, outreach, and direct legal services.
- Collaborate with the Legal Director to administer and manage grants, projects, and programs within the practice.

Outreach and Education

- Prepare and conduct "Know Your Rights" trainings and presentations required by the Programs' grants.
- Conduct general community presentations around workers' rights when appropriate.
- Facilitate the growth of workers' rights outreach.
- Assist in determining appropriate case stories to be used for reports, advocacy materials, and public education.

Facilitates the implementation of program systems

- Collaborate with the Legal Director and the Program's Legal Assistant to collect, monitor, track, analyze, and report data and case deliverables for grants, projects, and programs within the practice.
- Aid with the operation of case management systems.
- Collaborate with the operation of the Program donation system.
- Update existing intake forms, as necessary.
- Assist with the availability of needed library, software, or other training materials.

Coalition Work

- Meet regularly with other legal aid agencies, worker centers, and other community partners, which includes attending meetings with the Workers' Rights Community Collaborative (WRCC), and the Coalition of Low-wage and Immigrant Worker Advocates (CLIWA), among others, as needed.
- Collaborate with other agencies in developing approaches to media, potential funders, and the community regarding important employment issues.
- Work in partnership with other employment law agencies to develop resources and outreach materials, and work to continually improve community advocacy for workers' rights.
- Engage in policy advocacy with legal aid agencies, worker centers, and other community partners.

Facilitate the media visibility of the Program's work

- Serve as point person for calls and visits to the agency regarding workers' rights issues.
- Establish media contacts with local media, and others, as necessary.

Assist with agency reporting, budgeting, and fundraising for the Program.

- Support the program's reporting, budgeting, and fundraising efforts, which includes the timely preparation and submission of grant applications and grant reports.
- Assist Legal Director, Executive Director, and any Development Director to identify fundraising opportunities.
- Attend meetings with funders and grantors who show interest in funding the Program and agency work.
- Ensure that Program follows through with commitments made to grantors and funders.

Facilitate mentorship, skills-building, training, organizing opportunities and morale-building opportunities for program staff members

- Train, mentor, supervise, and support ongoing development of a diverse staff of advocates, fellows, clerks, and interns.

Agency-wide Responsibilities

- Attend regularly scheduled staff meetings.
- Attend agency-wide staff retreat.
- Attend one board meeting.
- Participate in committees as needed.
- Represent the agency to the community at community meetings, public events, and other forums.
- Assist with agency fundraising efforts as needed

Qualifications

The applicant must share La Raza Centro Legal's mission to ensure that race, poverty, immigration status, abilities, language, sexual orientation, or gender identity will not be an impediment to justice, due process, and just legal representation.

License:

- Active member of the California State Bar (Required).

Language:

- Spanish fluency, bilingual and biliterate (Required), and English.

Training:

- Workers' Rights, 0+ years (Will Provide Training).
- Excellent writing, research, analytical, and verbal communication skills.
- Familiarity working with clients in crisis.
- Ability to work cooperatively on projects with lawyers, other staff members, and diverse community organizations.
- Knowledge and adherence to community and movement lawyering principles.
- Commitment to civil liberties, workers' rights, and public interest law.

Salary & Benefits – detailed list:

- Competitive Salary: $80,000 - $82,500 range, DOE plus benefits & premiums.
- Health Insurance
- Dental Insurance
- Retirement Plan
- 15+ holidays in addition to vacation accrual
- Life Insurance

Schedule:

- Workdays are Monday to Friday, hybrid workweeks in regular office hours (between 9AM and 6PM, for example from 9AM to 5PM or from 10AM to 6PM):
    - 3 days per week - in our San Francisco Mission District office; and
    - 2 days per week – Remote work (Subject to change)

About the Organization

La Raza Centro Legal, San Francisco is a non-profit community legal aid office that provides legal representation and counsel to low-income community members and immigrants in San Francisco and San Mateo County. We assist those in need with free legal services in Immigration law, Elder and Disability law including general civil rights matters, and Workers' Rights.

La Raza Centro Legal SF was founded in 1973, and since that time has partnered with the community so that justice may prevail. Each year, La Raza Centro Legal SF serves over 4,000 individuals and is one of the leading civil rights legal aid organizations in the Bay Area. We pride ourselves on our collaborative, professional and inclusive culture. We provide high quality legal services to the community we serve, and our staff is offered opportunities for professional development. Our office culture supports work-life balance, and our attorneys and legal support staff are proud to be members of SEIU Local 1021.

La Raza Centro Legal San Francisco Equity and Inclusion Statement

La Raza Centro Legal San Francisco actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry, and all other identities represented among our diverse employees.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. La Raza Centro Legal San Francisco is committed to the transformation of attitudes and systems that deprive any person or group of these principals.

How to Apply: E-mail resume, 2 references & a cover letter to **amanda@lrcl.org and alejandra@lrcl.org.**

La Raza Centro Legal is an equal opportunity employer. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.