Tennessee Immigrant and Refugee Rights Coalition

JOB: Policy Officer

HOURS: 40 hours per week

BASED IN: Nashville, statewide and national travel required

RESPONSIBILITIES:

Policy & Advocacy

- Support development of TIRRC policy priorities and decisions based on research and consultation with stakeholders
- Monitor the legislative process for potential impact on the immigrant and refugee community; support development of organizational analysis of legislation; participate in national policy campaigns
- Maintain, build, and strengthen relationships with elected officials and government agencies and develop issue briefs, talking points, and other resources to communicate TIRRC’s analysis and position on policy with decision-makers, and
- Work with TIRRC education and organizing staff to build community-based curriculum and outreach materials and strategies that engage directly affected community members in developing policy agendas and encourage civic participation
- Communicate with membership, supporters, media, and general public about TIRRC issue campaigns, including periodic e-newsletters, oral presentations, direct interaction with media outlets, and maintenance of materials on the organizational website
- Coordinate messaging, ally-building, and media objectives for TIRRC’s statewide and local campaigns

Communications

- Engage media contacts to ensure perspectives from the immigrant community are well-represented and proactive messaging frames are reinforced
- Ensure coverage of significant issues and events by building relationships with key media outlets across the state, maintaining media contact lists in the organizational database, coordinating press conferences and other media events, and writing and distributing press releases and statements
- Monitor daily press coverage of TIRRC and relevant issues and maintain a media archive of any TIRRC-related media coverage
- Identify and train spokespeople; conduct media trainings to build the communications capacity of member organizations

Organizational Support

- Maintain organizational database with information from campaigns and events
- Represent TIRRC at community events
- Assist in grant writing and reporting and other fundraising duties as necessary

QUALIFICATIONS:

- Belief in TIRRC’s mission and experience with social justice movements
- Ability to work on deadline, be very organized, and work with little supervision; proven ability to work and communicate with people of diverse backgrounds
- Strong public speaking and writing skills
- Availability to work flexible hours, including some nights and weekends
- Basic literacy with Microsoft Office suite, Google Hangout, and data management systems
- Must have a car and valid Tennessee driver license
- Fluency in English required, fluency in an additional language preferred

Immigrants, refugees, and people of color strongly encouraged to apply. Please submit resume and cover letter to jobs@tnimmigrant.org.