Tennessee Immigrant and Refugee Rights Coalition  
**Position:** Community Education Coordinator  

**RESPONSIBILITIES**

**Community Education & Outreach on COVID19:**
- Promote TIRRC’s Community Navigators program and other support systems in the immigrant and refugee communities that have been impacted by COVID-19 with a focus on people who’ve tested positive or are likely to test positive.
- Host educational spaces to share information about COVID-19 testing, resources, and other support systems in the community.
- Working with key leaders in the communities disseminate information to families about the resource available about COVID19.
- Work with Spanish language media to educate and disseminate information through interviews, sharing content, and other best practices.

**Base Building:**
- Identify community leaders and other connectors through 1-1 meetings and provide leadership development around COVID19.
- Develop and maintain strategic relationships with faith leaders, business owners, educators, and strategic allies.
- Support the development and expansion of the TIRRC membership program.

**Materials**
- Create materials and educational tools about COVID-19 for community education as needed.
- Assist in translating resources and materials in Spanish and coordinating translations into other languages.
- Work with the Policy and Organizing teams to develop content for media and social media.

**Other Duties**
- Perform data entry and write regular reports to track data and progress towards goals.
- Attend weekly check-ins with supervisor and other organizational meetings.
- Attend weekly staff meetings.

**QUALIFICATIONS**
- Belief in TIRRC’s mission and experience with social justice.
- Fluency in English and in Spanish required.
- Strong interpersonal communication, conflict resolution, negotiation, and facilitation skills.
- Ability to use online resources to supplement face-to-face contact with groups across Nashville and middle TN areas like Zoom, Google Hangout, Facebook, etc.
- Ability to work independently and as part of a team.
- Experience working with the Latinx communities.
- Ability to work on deadlines, be very organized, and work with little supervision.
- Basic computer and internet skills; knowledge of Microsoft Office: Word, Excel required.
- Availability to work flexible hours, including some nights, weekends.

*Immigrants, refugees, and people of color are strongly encouraged to apply.*

To apply for this position, please send a cover letter and resume to jobs@tnimmigrant.org. Applications will be reviewed immediately; Position open until filled.