Tennessee Immigrant and Refugee Rights Coalition

**Position:** Civic Engagement Coordinator

Remote — Memphis; Nashville; Murfreesboro; Chattanooga; Knoxville. Reports to Campaign Manager or Civic Engagement Manager.

**RESPONSIBILITIES:**

- Call voters, members, volunteers and community members to encourage them to vote, inviting members and supporters to virtual events and webinars, and answering any questions potential voters might have about how to vote
- Sending follow-ups to voters, members and volunteers via e-mail, text, and social media
- Organize various virtual texting, phonebanking, and storytelling events
- Collect and compile stories of first and second generation immigrant and refugee voters; help amplify immigrant community members on social media
- Share information about and gather responses to relevant policy changes, campaigns, and services to various community groups via email, text, and social media
- Attend online or virtual community meetings and events to recruit supporters, prospective volunteers, and share information about TIRRC
- Encouraged, but not required, to attend various outdoor community events to represent the organization where appropriate social distancing can take place
- Register eligible voters online and encourage registered voters to vote in elections before the voter registration deadline on October 5th
- Recruit and train individual and organizational volunteers to add capacity to phone banking and canvassing GOTV Campaigns
- Enter data and contacts into organizational databases
- Represent the organization in media as needed
- Call immigrant and refugee families about participating in the 2020 Census
- Other duties as needed

**QUALIFICATIONS:**

- Belief in TIRRC's mission and experience with social justice
- Ability to work on deadline, be very organized, and work with little supervision
- Ability to work and communicate with people of diverse backgrounds
- Availability to work flexible hours, including nights and weekends; position may require occasional travel
- Fluency in English and in one or more languages
- Strong computer and internet skills; experience with VAN, MiniVAN, VoteBuilder, ThruText, Hustle, Reach a plus

*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.