Tennessee Immigrant & Refugee Rights Coalition

POSITION: CENSUS 2020 COMMUNITY PHONE BANKER
Part-Time, Temporary Position, Based in Nashville. Reports to Campaigns Manager.

We will be conducting phone calls to immigrant and refugee communities to participate in the 2020 Census. We are seeking self-starting, highly energetic, responsible phone bankers, who are passionate about making a difference for working families in Tennessee! This is a temporary, hourly, part time position. Training will be provided.

Responsibilities:

● Perform targeted phone banking in assigned, pre-selected communities, under direction of the Campaign Manager
● Educate community members about the importance of being counted in the 2020 Census
● Participate in training and other meetings as assigned; and document information regarding all required metrics, the number of calls made, and number of contacts made.

Qualifications:

● Great people skills- able to hold conversation with people by phone;
● Ability to work 25-30 hours per week (10:00am-3:00pm or 3:30pm-8:30pm)
● Must be able to phone bank for 5-6 hours during each shift;
● Passionate about social justice;
● Belief in TIRRC’s mission and experience with social justice;
● Fluency in English and in Spanish required;
● Ability to work independently and as part of a team;
● Experience working with the immigrant 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.

Compensation: Positions have a commitment from Sept 1st – Sept 30, 2020 starting at $17/hr. Hours will run between 25-30 hours per week, including work on some evenings and weekends.

Training: Paid training will be provided and candidates will be given all the tools needed to succeed.

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; Positions open until filled.