Position: Services Fellow
Part-Time Paid Fellowship, Based in Nashville at TIRRC’s headquarters.
Work Schedule and Pay: $15/hour, 15 hours/week for 12 weeks, with possibility of extension.

Background:
The Tennessee Immigrant & Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration whose mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive.

Fellowship Description:
The Tennessee Immigrant and Refugee Rights Coalition is seeking a Services fellow who will be responsible for assisting in the coordination of the “Well-Being Series,” “Open Houses” and “Community Health Sessions.” The Services fellow will also be assisting with TIRRC’s Community Resource Line. This will include maintaining up-to-date information on resources available both in Nashville and state-wide, as well as referring community members to available services and programs.

Responsibilities include:

● Data Entry with membership engagement opportunities and events;
● Maintain Resources & Referral Guide;
● Assistance with resource line: 3-6 hours per week;
● Assisting with coordination of TIRRC services events;
● Assist in creation of educational material about COVID-19 and other topics.

Qualification & Experience:

● Belief in TIRRC’s mission and commitment to social justice;
● Desire to combat stereotypes of immigrant and refugee communities;
● Belief in the importance of grassroots organizing;
● Ability to establish and maintain positive working relationships with diverse communities;
● Strong communication skills;
● Ability to take initiative and strong time management skills;
● Proficiency with computers, Google Suite, or other office productivity tools, with aptitude to learn new software;
• Fluency in English required and another language preferred;
• Must have reliable transportation.

Pay and Benefits:
• Compensation: Hourly rate $15/hr, 15 hours a week
• Benefits: Paid sick time commensurate with the number of hours worked and 24/7 access to Employee Assistance Program.
• Letters of recommendation provided upon successful completion of the fellowship.

To apply, send a cover letter and resume to Cesar@tnimmigrant.org. Please detail why you think you are the right candidate for this position and organization, addressing the points listed above and highlighting your experience working in immigrant communities and your knowledge of technology-based products and programs. Please, no phone inquiries. The position will remain open until filled.