

TIRRC Votes

Position: Democracy Outreach Coordinator

Part-Time Temporary position, 10 hours/week with an end date of Nov 12, 2024.

Location: Davidson, Rutherford, Montgomery, Shelby, Knox, or Hamilton Counties

Pay: \$25 per hour

About the Position

TIRRC Votes is seeking outreach coordinators located in specific counties to help spearhead our electoral efforts across the state during the 2024 state and federal elections.

RESPONSIBILITIES:

- Canvassing door to door, phonebanking, and texting voters across Tennessee to deliver nonpartisan voting information;
- 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;
- Enter data and contacts into organizational databases;
- Represent the organization in media as needed;
- Contact immigrant and refugee families about voter registration for the 2022 elections;
- Tabling at various community events to promote TIRRC Votes programs and political education information;
- Other duties as assigned.

QUALIFICATIONS:

- Belief in TIRRC Votes's mission and commitment to social justice;
- Ability to establish and maintain positive working relationships with diverse communities;
- Strong computer skills; experience with VAN, MiniVAN, VoteBuilder, ThruText, Hustle, and Reach preferred;
- Ability to manage multiple tasks with attention to detail and work in a fast-paced environment;
- Ability to work flexible hours, including some nights and weekends with possibility of travel;
- Fluency in English required and another language preferred;
- Must have reliable transportation.

*To apply for this position, please send a cover letter and resume to jobs@tirrcvotes.org.
Applications will be reviewed immediately.*