

## **TIRRC Votes**

**Position:** Davidson County Lead Civic Engagement Coordinator  
Part-Time Temporary position, 30 hours/week with an end date of Nov 12, 2024.

**Location:** Davidson County

**Pay:** \$28 per hour

TIRRC Votes is seeking a lead civic engagement coordinator to spearhead our electoral efforts across the state during the 2024 state and federal elections. The lead coordinator will be responsible for executing parts of the overall field plan to get immigrant and refugee communities registered to vote and participate in the 2024 elections.

## **RESPONSIBILITIES:**

- Create and implement organizational voter registration events in Davidson County;
- Mobilize voters, volunteers, and community members to encourage them to vote, invite members and supporters to virtual events and webinars, and answer questions from potential voters;
- Create multilingual spaces and education opportunities for immigrant and refugee voters across the state;
- Coordinate a team of civic engagement coordinators to canvass across the county and approve bi-weekly timesheets;
- Collect and compile stories of first and second generation immigrant and refugee voters to share via social media;
- Share information about 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 Votes;
- Attend various outdoor community events to represent the organization where appropriate social distancing can take place with COVID-19 protocols in place;
- Register eligible voters online and encourage registered voters to vote in elections before the voter registration deadlines;
- Recruit and train individual and organizational volunteers to phone bank and canvass for TIRRC Votes Get Out the Vote campaigns;
- Enter data and contacts into organizational databases;
- Represent the organization in traditional, ethnic, and social media as needed;
- Other duties as assigned.

## **QUALIFICATIONS:**

- Belief in TIRRC Votes' mission and commitment to social justice;
- Familiarity with Davidson County preferred;
- Ability to establish and maintain positive working relationships with diverse communities;
- Strong computer skills; experience with VAN, MiniVAN, EveryAction, Spoke, ThruText, and Mobilize 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](mailto:jobs@tirrcvotes.org).  
Applications will be reviewed immediately.*