

TIRRC Votes

Position: LatinX Education and Outreach Coordinator

Part-Time Temporary position, 30 hours/week with an end date of Nov 12, 2024.

Location: Davidson County, Rutherford County

Pay: \$28 per hour

TIRRC Votes is seeking a Political Education Coordinator to spearhead our LatinX and youth education efforts across the state during the 2024 state and federal elections. This position will be responsible for helping organize our yearly Youth Summit as well as multiple LatinX community education events across the state, both virtually and in-person. They will also assist with any civic engagement events and voter registration efforts within the TIRRC Votes field plan.

RESPONSIBILITIES:

- Create and implement LatinX specific events across the state of Tennessee;
- Assist TIRRC Votes staff to recruit and host our 2024 Youth Summit;
- 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 and host Spanish speaking spaces and education opportunities for immigrant and refugee voters across the state;
- 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;
- Host monthly virtual meetings for immigrant youth and LatinX community members to inform them about upcoming electoral policy changes, events, and messages to inspire community to vote in the 2024 elections;
- Knock on doors across county and lead Get Out the Vote Efforts for immigrant and refugee communities
- 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;
- 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;
- Ability to establish and maintain positive working relationships with diverse communities;
- Strong computer skills; experience with VAN, MiniVAN, EveryAction, Spoke, ThruText, 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 and Spanish 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.*