

TIRRC Votes

Position: Lead Youth Outreach Coordinator

Part-Time Temporary position, 15 hours/week with an end date of Nov 13, 2024.

Location: Davidson County, Montgomery County, Rutherford County

Pay: \$26 per hour

TIRRC Votes is seeking a Lead Youth Political Education Coordinator to spearhead our 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 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:

- 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;
- Collect and compile stories of first and second generation youth 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 community members to inform them about upcoming electoral policy changes, events, and messages to inspire community to vote in the 2024 elections;
- Work with volunteer coordinator and regional coordinators to place volunteers in various cities for Get Out the Vote Programs;
- 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.*