

TIRRC Votes

Position: Volunteer and Operations Coordinator

Part-Time Temporary position, 15 hours/week with an end date of Nov 12, 2024.

Location: State of Tennessee

Pay: \$28 per hour

TIRRC Votes is seeking a Volunteer and Operations Coordinator to spearhead our volunteer recruitment efforts across the state during the 2024 state and federal elections. This position will also manage payroll and data entry for TIRRC Votes during the 2024 election cycle. They will also assist with any civic engagement events and voter registration efforts within the TIRRC Votes field plan.

RESPONSIBILITIES:

- 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 immigrant and refugee voters to share via social media;
- Create registration links and data entry for all TIRRC Votes events through our Mobilize and EveryAction platforms;
- Assist with payroll for all part-time staff through ADP;
- Connect with various immigrant student groups and potential nonprofit partners across the state to find collaboration opportunities;
- 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 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 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.*