



TENNESSEE  
**Immigrant  
& Refugee  
Rights**  
COALITION

**Position: Legal Services Fellowship**

Paid Fellowship, Based in Nashville at TIRRC's headquarters.

Work Schedule and Pay: \$17.40/hour, 15 hours/week for 12 weeks, with possibility of extension.

**Background:**

The Tennessee Immigrant and Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration whose mission is to build power, amplify our voices, and organize communities to advocate for our rights. Our vision is a stronger, more inclusive Tennessee where people of all nationalities, immigration statuses, and racial identities can belong and thrive.

**Fellowship Description:**

TIRRC's Legal Team strives to provide the most urgently needed immigration legal services in a manner that furthers community empowerment and involvement. This spring, we will be focusing on representing clients in DACA and naturalization applications, managing hybrid virtual/on-site consultations, and conducting community education sessions. The Legal Services Fellow will assist TIRRC's Legal Team in a wide variety of projects, including assisting with client appointments, working on naturalization applications, and administrative support for our department. Through this fellowship, you will gain familiarity with immigration law, develop skills for interacting with diverse clients, and experience working in a grassroots, movement-focused legal advocacy program.

**Responsibilities include:**

- Case tracking and data management;
- Providing administrative support to clients;
- Drafting outreach materials and working on community volunteer outreach;
- Casework in collaboration with your supervisor;
- Other duties as needed.

**Qualifications & Experience:**

- Belief in TIRRC's mission and commitment to social justice;
- Belief in the importance of grassroots organizing;
- Ability to establish and maintain positive working relationships with diverse communities;
- Strong communication skills;
- Ability to take initiative and strong time management skills;
- Proficiency with computers, Google Suite, or other office productivity tools, with aptitude to learn new software;
- Fluency in English required;
- Fluency in Spanish or Arabic preferred;
- Flexibility to work some weekends as needed;
- Must have reliable transportation.



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**Pay and Benefits:**

- Compensation: Hourly rate of \$17.40
- Benefits: Paid sick time commensurate with the number of hours worked and 24/7 access to Employee Assistance Program.
- Letters of recommendation provided upon successful completion of the fellowship.

**To apply, please send a cover letter and resume to [Cesar@tnimmigrant.org](mailto:Cesar@tnimmigrant.org).** Please explain why you want to work with TIRRC and why you think you're the right candidate for this position and organization (life experiences, career goals, etc.). No phone inquiries. The position will remain open until filled.