



TENNESSEE
**Immigrant
& Refugee
Rights**
COALITION

Position: Operations Fellow

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

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

Background:

The Tennessee Immigrant & 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:

The position will include supporting the Operations Team by learning and supporting the management of our brand-new building, as well as assisting with the equipment and inventory that supports our staff, members, and event participants. This fellowship will gain knowledge and experience in nonprofit management through helping with the behind-the-scenes work at TIRRC.

Responsibilities Include:

- Assist the Operations Manager in managing the logistics of TIRRC's office space including weekly operations such as supply orders and day-by-day needs;
- Maintain TIRRC's equipment and inventory with direction from the Operations team, including creating a check-out system for equipment and tracking merchandise inventory;
- Support the Operations team with the logistics of the 2024 InterNASHional Night Market;
- Provide general research and administrative tasks as needed;
- Assist with facilitation of TIRRC's community activities, including bi-weekly Community Garden meetings;
- Support data entry and maintenance in TIRRC's organizational database.

Qualifications & Experience:

- Belief in TIRRC's mission and commitment to social justice;
- 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 is required and another language is preferred;
- Must have reliable transportation.



TENNESSEE
**Immigrant
& Refugee
Rights**
COALITION

Pay and Benefits:

- Compensation: Hourly rate \$17.40/hr
- 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 resume and cover letter to Cesar at Cesar@tnimmigrant.org. Please detail why you think you are the right candidate for this position and organization, addressing the points listed above and highlighting your experience working in immigrant communities and your knowledge of technology-based products and programs. Please, no phone inquiries. The position will remain open until filled.