

Tennessee Immigrant and Refugee Rights Coalition

Position: East Tennessee Project Director

Full Time Exempt Position, Based in east Tennessee. Reports to the Legal Director. The funding for this two-year position runs from June 2024-June 2026.

About TIRRC

The Tennessee Immigrant and Refugee Rights Coalition (TIRRC) is a statewide, immigrant and refugee-led collaboration. Our 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. TIRRC's growing legal team engages in community legal education, direct representation, and advocacy to protect the rights of immigrant community members and support the power-building mission of the organization.

Position Description

TIRRC seeks a project director to lead a community-based outreach and legal services initiative in East Tennessee to identify and support immigrant workers who are eligible for labor-based deferred action. The Project Director will be responsible for overseeing the implementation of the initiative and for collaborating with internal and external partners to ensure its success and sustainability.

RESPONSIBILITIES

- Collaborate with TIRRC organizers and outreach workers to develop an outreach plan to engage immigrant workers who may be eligible for labor-based deferred action;
- Screen immigrant workers for eligibility for labor-based deferred action and, as appropriate, other forms of relief;
- Counsel and advise immigrant workers on the risks and benefits of labor-based deferred action applications;
- Develop and implement strategies for providing high-quality limited legal assistance (e.g. pro se limited-scope and pro se clinics) to immigrant workers in applications for labor-based deferred actions;
- Provide extended representation to immigrant workers in complex labor-based deferred action cases and where appropriate in other forms of immigration relief;
- Develop community friendly materials to assist organizers in outreach and community education;
- Ensure that complete and confidential prospective client and client records are maintained in the organization's record-keeping systems in accordance with relevant professional rules;
- Recruit and engage community and legal volunteers to expand the reach of the initiative;
- Participate in local and national networks of attorneys, organizers, and community groups engaged in labor-based deferred action work;
- Expand and deepen collaborative relationships with relevant labor agencies (e.g. U.S. Department of Labor-Wage and Hour Division; TOSHA; EEOC);
- Assist with identifying and pursuing funding opportunities to sustain and expand the initiative as needed;
- Oversee tracking and gathering data and records for funders as needed;
- All TIRRC staff are expected to participate in and help support certain organization-wide trainings and events, such as Day on the Hill, staff retreat, the Membership Convention or other trainings as necessary.

Skills and Qualifications

- Active attorney license in Tennessee or the ability to gain admission to the Tennessee Bar within 6 months;
- Minimum of five years of post-graduate immigration practice experience, preferably in a nonprofit setting, is required;
- Experience with the intersection of employment and immigration issues, and/or with the representation of immigrant workers, is preferred;
- Experience supervising staff in the provision of immigration legal services is preferred;

- Experience building relationships with a range of stakeholders within the legal community is preferred;
- Experience collaborating with community and/or labor organizing efforts is preferred;
- Belief in TIRRC's mission and demonstrated commitment to social justice, progressive social change, empowering communities' rights and justice;
- Excellent judgment and a high level of integrity;
- Ability to communicate effectively both orally and in writing;
- Ability to be very organized, work on deadlines, and juggle multiple priorities and cases;
- Ability to work effectively with low-income immigrant clients who have diverse personalities, lifestyles, cultures, and faiths;
- Ability to coordinate and advance strategies within a coalition and internal team in a rapidly moving environment;
- Ability to collaborate effectively with legal and non-legal stakeholders and partners;
- Fluency or high proficiency in languages spoken by our clients (particularly Spanish or Arabic) is preferred, as the job requires extensive legal counseling and representation with clients who primarily speak languages other than English;
- Ability to work flexible hours, including some nights and weekends;
- Must have reliable transportation.

SALARY AND BENEFITS PACKAGE:

Salary Range: \$80,000-87,000

Benefits: Full-time TIRRC employees are eligible to receive medical, dental, and vision insurance with 100% of the medical employee premium covered by TIRRC, participate in a 401K retirement plan, and receive 24/7 access to an Employee Assistance Program. In addition, TIRRC provides paid leave including up to 15 vacation days, 13 paid holidays, and 3 weeks paid sick leave in an employee's first year and 6 weeks of paid parental leave.

To apply for this position, please send a cover letter and resume to jobs@tnimmigrant.org.