

CORE RESPONSIBILITIES:

Human Resources

- Organizational Culture
 - Ensure the organizational Core Values are relevant, emphasized regularly, and incorporated into the organization
 - Hold staff at all levels accountable to following the core values and work with directors to provide guidance as needed
 - Implement activities as needed to create a healthy and positive work environment
- Organizational Management Systems
 - Implement tools from The Management Center organization-wide to ensure clear and consistent management systems
 - Provide coaching and tools to help staff excel in their roles including but not limited to upward management, giving and receiving feedback, getting organized, scheduling, and achieving their goals.
 - Utilize and promote supports from the Employee Assistance Program to help staff be successful.
 - Support directors and be part of the team that responds to all internal complaints, concerns, and reports of misconduct
- Personnel Policies & Procedures
 - Coordinate the recruitment and hiring process for all staff positions
 - Provide onboarding for all new employees and refresh current employees as needed
 - Manage employee compensation benefits package and assist with enrollment
 - Maintain personnel files

Operations Oversight: Provide support and oversight to the operations team, including the following endeavors currently being managed by the operations team:

- Technology - online tools and systems, hardware, software
- Data tracking and measurement
- Physical infrastructure
- Financial management
- Collaboration with other teams
- English Innovations classes
- Volunteer management

Management & Leadership:

- Oversee the creation, tracking, and reporting of team goals, outcomes, and benchmarks
- Effectively supervise and develop team to achieve their goals
- Provide consistent support for two to five supervisees including weekly check-in's and managing schedules
- Align team priorities with TIRRC's long-term goals and core values
- Participate in organizational leadership team
- Oversee team budgets and participate in the establishment of organizational budget
- Support Co-Directors' reports to the board and board committees for all operations components

QUALIFICATIONS & EXPERIENCE:

- Belief in TIRRC's mission and experience with social justice
- A minimum of 2 years experience in supervisory role and ability to work and communicate with people of diverse backgrounds
- Excellent skills in communication, organization, writing, technology and leadership
- Fluency in English required, fluency in an additional language preferred
- Availability to work flexible hours, including nights and weekends; must have a car and valid driver license

Immigrants, Refugees, and people of color strongly encouraged to apply. Please submit resume and cover letter to jobs@tnimmigrant.org.