



Outreach Programs Manager

Job Title: Outreach Programs Manager

Location: Nashville, TN

Reports to: Co-Executive Directors

Employment Type: Full-time/Exempt

Starting Salary: \$66,000

About Tennessee Justice for Our Neighbors

Tennessee Justice for Our Neighbors (“TNJFON”) is a non-profit immigration law firm providing free or low-cost, compassionate legal services to individuals seeking humanitarian relief. In addition to providing direct representation, we also educate the community about issues related to immigration and advocate for immigrant rights and dignity.

Position Overview:

The Outreach Programs Manager leads advocacy campaigns, education programs, and communication strategies to advance our mission of representing low-income individuals eligible for humanitarian-based immigration relief, educating the community about immigration, and advocating for the rights and dignity of immigrants.

The Outreach Programs Manager develops culturally-competent, multilingual resources and programs that empower immigrants to make informed decisions about their safety, seek legal representation, and actively participate in their cases. They will also advocate for immigrant-friendly policies at every level of government and educate non-immigrants about immigration within the parameters of our 501(c) status. To ensure community engagement in advocacy and education, this role will oversee an accompanying communications strategy. The manager will also supervise volunteers and interns supporting the programs.

This position is supervised by the Co-Executive Director and will work closely with the rest of the team.

Responsibilities:

This person is responsible for end-to-end management and logistics of TNJFON's education and advocacy outreach programs, including communication strategies, and serving as a community-facing representative of the organization.

Education – Design, develop, and implement our education program needs, consulting with our legal professionals when appropriate.

- Develop, execute, and evaluate quarterly and annual strategic plans for our education efforts.
- Design and implement tracking metrics for our education efforts.
- Recruit and manage volunteers for our education program.
- Design and implement tracking metrics for our volunteer efforts.
- Oversee production of new educational materials and translation of existing materials.
- Regularly consult with legal staff to evaluate educational needs for our clients and potential clients.
- Implement language justice strategies including translating materials into multiple languages—through direct translation from English to Spanish and/or working with a resource for other languages.
- Cultivate relationships with new and existing community partners including faith communities, schools, state and local government, and other organizations.

Advocacy – Design, develop and implement our advocacy efforts at the local, state, and national levels

- Develop, execute, and evaluate quarterly and annual strategic plans for our advocacy efforts.
- Design and implement tracking metrics for our advocacy efforts.
- Organize opportunities for community involvement in advocacy, including both live events and resources for digital action.
- Cultivate relationships with new and existing partners by actively participating in local, state, and national coalition meetings.
- Utilize knowledge and relationships with government decision makers to promote our advocacy goals.
- Draft public comments and policy positions for approval by the Co-Executive Directors and/or Legal Director.
- Alert the Co-Executive Directors of organizational sign-on letters, public comments, or petitions that are relevant to our work.
- Design and implement the annual Day on the Hill event.

- Monitor legislative and policy developments relevant to the organization's focus areas and provide analysis.

Communication – Use strategic communications to boost our advocacy and education work

- Develop, execute, and evaluate quarterly and annual strategic plans for our outreach programs communication efforts.
- Design and implement tracking metrics for outreach programs communication efforts.
- Create and share news and policy analysis with community members.
- Contribute to the monthly newsletter, including writing articles and recruiting volunteer writers as necessary.
- Working with the communication coordinator, this role will contribute to social media channels, including creating content as necessary.
- Coordinate outreach efforts.
- Engage in community outreach via digital and/or in-person means to grow our online audience.
- Serve as a spokesperson for the organization, engaging with the media and public to promote educational and advocacy efforts.
- Collaborate with the communications coordinator.

Additional Responsibilities

- Represent TNJFON at community events.
- Identify funding opportunities to support educational and advocacy initiatives and assist with the grant proposals.
- Recruit, train and supervise undergraduate interns working in the Education and Advocacy programs.
- TNJFON is a small organization and all staff are expected to help with various elements of the organization's work.

Qualifications:

- Committed to the TNJFON mission;
- Available to work in person during TNJFON business hours and on evenings and weekends;
- Reliable transportation;
- Consistent punctual attendance;
- Minimum 3 year experience in advocacy, policy or related experience, preferably in the legal or immigration field;

- Excellent oral and written communication skills;
- Fluent in verbal and written Spanish and English;
- Excellent computer processing, web design and graphic design skills;
- Strong understanding of social media content strategy and implementation;
- Bachelor's or Associate's Degree and equivalent years in relevant work experience;
- Ability to work with people from diverse backgrounds;
- Ability to prioritize and complete tasks in a timely manner;
- Excellent organizational skills with attention to detail;
- Knowledge and experience with branding guidelines;
- Must support a compassionate, supportive work environment for interns, volunteers, clients and staff. Must have a positive demeanor; poised and comfortable in relating to a variety of people in multiple settings. Must be welcoming to all diverse backgrounds including sexual orientation, gender identification, race, religion, and disability; and
- Preference given to experience in working with trauma survivors.

ANNUAL SALARY and BENEFITS: The salary range for this position is \$66,000 - \$87,000, and will be commensurate to experience and qualifications. Generous benefits include professional development, health insurance, ten paid holidays, paid parental leave, vacation leave, medical leave, health insurance, and an IRA match.

HOW TO APPLY:

Interested candidates should send a resume, writing sample and cover letter to director@tnjfon.org with the subject line "Outreach Programs Manager – [Your Name]." Applications will be reviewed on a rolling basis until the position is filled.

Tennessee Justice for Our Neighbors is an equal opportunity employer and encourages applications from individuals of all backgrounds, experiences, and perspectives.