VOICES FOR A SAFER TENNESSEE

Job Title: Southwest Tennessee Coalition Coordinator
Location: Shelby, Tipton, and Fayette, TN (remote with travel across the region)
Reports to: Executive Director
Status: Part-time or Full-time (depending on candidate availability and organizational need)

About Voices for a Safer Tennessee

Voices for a Safer Tennessee is a nonpartisan, nonprofit coalition dedicated to promoting pragmatic firearm safety policies and fostering a culture of responsible gun ownership to save lives in Tennessee. We bring together diverse communities to advocate for evidence-based, data-driven solutions and to build a safer future for all Tennesseans.

Position Summary

The Southwest Tennessee Coalition Coordinator will play a key role in expanding the reach and impact of Voices for a Safer Tennessee across the region (primary focus on Shelby, Tipton, and Fayette). This position is responsible for building relationships with community leaders and local partners, coordinating the organization's presence at community events, and managing interns and volunteers in the region.

Key Responsibilities

Coalition Building & Community Engagement

- Build and maintain relationships with Safer TN coalition, local partner organizations, businesses, and community leaders in Southwest Tennessee who support firearm safety efforts.
- Coordinate and attend coalition meetings, listening sessions, and networking events to raise awareness and expand grassroots support.



- Serve as a local ambassador for Voices for a Safer Tennessee in Southwest Tennessee communities, including potential public speaking/presentations on firearm safety.

Community Event Coordination

- Identify and organize Voices for a Safer Tennessee's presence at key community events (e.g., festivals, civic organization meetings, educational forums, etc.).
- Set up and manage event tables, distribute materials, and represent the organization to the public.
- Ensure event logistics, materials, pre and post event communications, taking pictures for social media, and other staffing duties are handled efficiently.

Volunteer & Intern Management

- Recruit, train, and manage local interns and volunteers to support outreach and event activities.
- Develop a strong, reliable network of volunteers who can represent the organization throughout Southwest Tennessee.
- Coordinate schedules and tasks to ensure effective and meaningful engagement for all volunteers and interns.

Administrative & Reporting

- Maintain accurate records of events, outreach, and volunteer engagement.
- Provide regular updates and reports to the Director of Coalition Growth and other team members.
- Assist with other administrative or programmatic tasks as needed.

Qualifications/Skills:

- Passion for the mission of Voices for a Safer Tennessee and belief in bipartisan, community-centered advocacy.

VOICES FOR A SAFER TENNESSEE

- Strong communication and interpersonal skills; ability to engage with diverse audiences.
- Experience in event planning, grassroots organizing, or volunteer coordination is preferred.
- Self-starter who is highly organized and able to work independently with remote support.
- Willingness to travel throughout Southwest Tennessee and work some evenings or weekends.
- Ability to manage and prioritize multiple short- and long-term projects effectively.

Education and Experience:

- A bachelor's degree in public policy, political science, communications, or a related field is highly preferred.
- At least 3 years of work experience in a relevant field, e.g., public policy, advocacy, or government, with demonstrated increasing responsibility preferred.

Compensation & Benefits

- Salary range is $48,000-$52,000 annually
- Health Care and Technology stipend provided
- Generous PTO, including sick leave, vacation days, and holiday schedules.
- Flexible, remote work environment
- Opportunities for growth and professional development
- Mileage and event-related expenses reimbursed

To Apply: https://safertn.org/join-our-team/