

**City of Lenoir City and Tennessee Stormwater Association(TNSA)
Americorps 2018-2018 Position Description
75% Lenoir City/25% TNSA**

Lenoir City

The Stormwater Department provides everyday services for the residents in the City of Lenoir City as well as supporting the Stormwater Program.

Immediate Supervisor: Greg Buckner, Stormwater Manager

Tasks

- Update social media sites: Facebook and City Web Site.
- Administrative duties related to emails, spreadsheets and letters.
- Assist with mapping existing infrastructure and stream assessment.
- Assist stream cleanup days, including public information, working with tools and setting up.
- Assist with Public Education for general public, school system and city employees.
- Ability for public speaking.
- Cleaning inlets of debris.

Tennessee Stormwater Association

TNSA is a non-profit organization and is Tennessee's Premiere Organization for Stormwater Professionals. TNSA's mission is to assist local government entities in their efforts to comply with State and Federal clean water laws and Stormwater Regulations and through such assistance, to protect and improve the quality of the waters of Tennessee.

Immediate Supervisor: Charlene DeSha, Executive Director

Service Position Summary

The Americorps Member will work with stormwater government agencies, engineering firms and TNSA members throughout the state of Tennessee.

Tasks

- Administrative duties related to invoicing, emails, spreadsheets and letters.
- Update social media sites: Facebook, Twitter and LinkedIn.
- Assist with the TNSA Annual Conference and the East TN Symposium professional conferences.
- Assist with 5K events in Nashville, Knoxville and Chattanooga.
- Possibly attend professional conferences if needed.
- Administrative duties as needed.

Qualifications

- Experience with Microsoft Office and Yahoo email.
- Ability to work independently
- Valid driver's License with ability to transport oneself and supplies to community locations for events and meetings.
- Excellent written and verbal communication skills

Service Conditions

- Location: City of Lenoir City offices
- The AmeriCorps may dress in business casual/casual attire in the office. Business casual should be worn at meetings with board members, government officials, and professional engagements. Comfortable, warm clothing that can get dirty should be worn during outdoor projects and events.
- The AmeriCorps must be able to handle a variety of work locations. Time will be spent out of the office with projects and events.
- The AmeriCorps will often have to work independently without direct supervision on projects and manage multiple tasks at once.
- The AmeriCorps must be able to lift and transport a variety of supplies, up to 50lbs.