



## **Summary**

Tennessee Municipal Electric Power Association (TMEPA) seeks an individual to assist the association and its staff in its efforts in the upcoming legislative session.

## **Duties and Responsibilities**

1. Generally assist TMEPA staff as it lobbies the Tennessee General Assembly on behalf of the association and its members
2. Attend meetings at the General Assembly while also working from TMEPA's office in Brentwood and remotely. Work schedule can be flexible
3. Monitor and track legislation
4. Conduct research
5. Draft and prepare reports, briefs, and summaries of issues, meetings, and events
6. Carry out administrative duties for TMEPA staff such as scheduling appointments, making copies, compiling reports, answering phones, preparing materials for meetings, etc.
7. Assist TMEPA in preparing for and conducting Legislative Rally and other meetings and conferences

## **Requirements**

1. Bachelor's degree. A combination of education, experience, interest and/or knowledge may be substituted
2. Experience working in government, campaigns, and/or politics preferred but not required
3. Interest and knowledge about current federal and state political affairs along with legislative processes and functions required
4. Ability to attend legislative meetings at the General Assembly Mondays through Thursdays as needed
5. Ability and skills to use technology to complete duties and responsibilities
6. Willingness and attitude to assist TMEPA staff carry out their duties as needed
7. Ability to complete multiple tasks at once and with minimal supervision
8. Excellent oral and written communication skills
9. Strong organizational skills
10. Demonstrated understanding and use of social media preferred

## **Term of Employment and Compensation**

1. Position is part-time and will average approximately 25 hours per work
2. Length of employment is approximately the length of the 2019 legislative session
3. Compensation based upon education and experience
4. Expenses related to carrying out duties and responsibilities will be reimbursed
5. Possible option to carry out employment beyond the 2019 legislative session and beyond these duties and responsibilities

Please apply sending a resume to Jeremy Elrod, Director of Government Relations at TMEPA, by email at [jelrod@tmepa.org](mailto:jelrod@tmepa.org). Applications will be accepted until October 15 or until the position is filled.