



Tennessee Department of Agriculture

Business Development Internship

The Tennessee Department of Agriculture, Business Development Division is seeking an intern for the Summer of 2024 (May 20, 2024 – August 9, 2024). The chosen candidate will receive hands on experience with programs and initiatives that work to grow Tennessee's Economy through Agriculture.

Location:

Ellington Agricultural Center
Holeman Building
424 Hogan Road, Nashville TN 37220

Major Duties:

Tennessee Ag Enhancement Program:

- Assist with TAEP verification processes, both in office and in the field
- Conduct telephone calls to schedule TAEP verification visits, and assist with TAEP application follow up
- Proofread and review document changes

Market Research:

- Conduct market research on Tennessee-made agricultural and forestry-related products.
- Assist with outreach and identifying business development opportunities across the state of Tennessee

Other duties may be assigned as needed.

Education:

- High School Diploma
- Currently seeking a degree in Agricultural Marketing, Agricultural Business, Agricultural Economics, Agricultural Communications, or related field of study

Essential Knowledge and Required Skills:

- Self-Starter
- Independent Worker
- Familiar with Microsoft Office
- Comfortable Making and Accepting Phone Calls

Comments:

- This is a paid internship
- Some travel may be required
- All participants in the Tennessee Department of Agriculture's Internship program are required to create a presentation to executive staff detailing their experience with the internship. This presentation shall be given to executive leadership at the end of the internship term.
- For more information on the Business Development Division and the programs it offers please visit www.tn.gov/agbusinessdevelopment

Working Conditions:

- Office with the possibility of some travel along with the opportunity to work remotely at times
- This internship is designed to fit within the current CDC and State of Tennessee Covid-19 guidelines.

How to Apply:

To apply for this internship opportunity, please send the following documents to Jamye.Freeman@tn.gov :

- Resume
- Letter of intent
- Most recent transcript
- 2 professional letters of recommendations
- DD214 (Veteran Candidates only)

ALL APPLICATIONS MUST BE SUBMITTED BY Friday, MARCH 15, 2023

Other Information:

- The State of Tennessee and the Tennessee Department of Agriculture is an Equal Opportunity Employer. Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy. The State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veterans status, or any other category protected by state of and/or federal civil rights laws.