

Urban and Community Forestry– Community Outreach

The Tennessee Department of Agriculture, Division of Forestry is seeking an intern for May 20, 2024 – August 19, 2024 in the Urban & Community Forestry Program. This position is assigned to the Tennessee Division of Forestry, Forest Health and Sustainability Unit and will be responsible for assisting with community outreach and education. This position will be paid at \$15.49/hour.

Location:

Ellington Agricultural Center, Nashville, TN; remote workplace considered

Examples of job duties include:

Under the direction of the Urban and Community Forestry staff:

- Assist with updating contact databases for the diverse stakeholders engaged with the Urban & Community Forestry Program
- Develop an annual communication plan for Arbor Day Programs including the calendar, emails, resources, contacts, etc.
- Represent program at community outreach events.
- Disseminate information and/or surveys to stakeholders as requested.
- Develop maps and/or visual depictions of programmatic activities and outcomes.
- Aggregate, organize, and disseminate pertinent resources for program stakeholders.
- Assist with updating community information and materials for program reporting.

Essential Knowledge and Required Skills:

- The successful U&CF intern requires self-motivation, writing fluency, attention to detail, and familiarity with social media engagement. The ideal candidate will be interested in outreach and education (specifically surrounding urban and community forestry), possess the ability to work alone once provided guidance, and possess a commitment to personal excellence.
- 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.

Working Conditions:

- Primarily office setting (Nashville with remote option considered). Some travel will be required.
- Candidate will be expected to use a personal vehicle for any travel but will be reimbursed for mileage with proper documentation.
- Independent work may be required with supervision from the Urban and Community Forestry staff
- Professional conduct and attire are required.

How to Apply:

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

- Resume
- Letter of intent
- Most recent transcript
- 2 professional letters of recommendations
- DD214 (Veteran Candidates only)
- For more information on the Department of Agriculture, Division of Forestry please visit <https://www.tn.gov/agriculture/forests.html>

ALL APPLICATIONS MUST BE SUBMITTED BY FRIDAY, MARCH 15, 2024

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.