

## **Tennessee Department of Agriculture**

### **Communications Internship**

The Tennessee Department of Agriculture, Administration & Grants Division is seeking an intern for the spring of 2027 (January 18, 2027 – April 14, 2027). The chosen candidate will work closely with the Public Affairs team to assist with a wide range of communications, outreach, website-modernization, digital-content, and administrative support projects for departmental activities and events.

#### **Location:**

Ellington Agricultural Center  
Moss Administration Building  
440 Hogan Road, Nashville, TN 37220

#### **Major Duties:**

##### **Communications, Website Modernization, and Outreach:**

- Assist the Public Affairs team with communication and outreach projects, such as project development, video production, social media engagement, and digital content creation.
- Assist with website modernization efforts by reviewing, updating, and organizing website content to ensure information is current, clear, and useful to the public.
- Help maintain consistent messaging and visual presentation across the department's website, social media platforms, printed materials, and other communications channels.

##### **Administrative Duties:**

- Assist in the planning and staffing of special events and meetings with the Public Affairs team.
- Prepare talking points, correspondence, and other communications materials as requested.

**Other duties may be assigned as needed.**

##### **Education Requirements:**

- Applicants must possess a high school diploma and be currently seeking a degree in agriculture, communications, public relations, marketing, digital media, or other related field.
- Recent college graduates, master's students, and doctoral students may apply.
- Applicants must be in good academic standing with a GPA of 2.5 or higher.

## Essential Knowledge and Required Skills:

- Strong interpersonal, communication, and organizational skills.
- Applicants must be able to plan and execute projects with limited supervision or instruction.
- Familiarity with Microsoft Office is required.
- Familiarity with website content management systems, social media platforms, graphic design tools, photography, video editing, or digital content development is preferred.
- Strong attention to detail and an interest in improving the quality, accessibility, and usefulness of online information.
- General knowledge and understanding of agriculture and forestry systems is preferred.

## Comments:

- This is a paid internship.
- Some travel may be required.
- This internship is part of the TDA's central internship program. In addition to regular project work, interns may be expected to participate in internship-specific events and activities that support learning, professional development, department outreach, and program engagement.
- All participants in the Tennessee Department of Agriculture Internship Program are required to complete an improvement project within their assigned division. Interns will identify an opportunity for growth, develop a project outline, and explain the project's intended outcomes and contributions to the Department. At the conclusion of the internship term, participants will present their projects to Executive Leadership during a luncheon.

For more information on the Tennessee Department of Agriculture please visit

<https://www.tn.gov/agriculture.html>

## Working Conditions:

- This internship is primarily office-based with the possibility of some travel and opportunities to work remotely at times.

## How to Apply:

To apply for this internship opportunity, please send the following documents to

[Jamye.Freeman@tn.gov](mailto:Jamye.Freeman@tn.gov):

- Resume
- Letter of intent
- Most recent transcript
- Two professional letters of recommendation
- DD214 (**veteran candidates only**)

**PLEASE NOTE:** Once your application has been received, you will receive a confirmation email. If you do not receive a confirmation email, please reach out to [Jamye.Freeman@tn.gov](mailto:Jamye.Freeman@tn.gov).

**ALL APPLICATIONS MUST BE SUBMITTED BY TUESDAY, SEPTEMBER 22, 2026.**

### **Other Information:**

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, veteran's status or any other category protected by state and/or federal civil rights laws.