

Tennessee Department of Agriculture

Office of the Commissioner Internship

The Tennessee Department of Agriculture is seeking an administrative intern for the spring of 2027 (January 18, 2027 – April 14, 2027). The chosen candidate will be assigned to the Commissioner's Office and will assist with a wide range of projects and assignments related to policy, outreach, and administrative support for department activities and events.

Location:

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

Major Duties:

Office and Administrative Support:

- Support the daily operations of the Commissioner of Agriculture's office by coordinating schedules and managing correspondence for events.
- Prepare high-quality briefing materials, meeting agendas, and other supporting documents to help the Commissioner's Office stay organized and informed.
- Track incoming requests, inquiries, and action items while monitoring responses and follow throughs.
- Assist with internal communication and cross-division coordination across the department to support clear, consistent operations.

Event and Meeting Coordination:

- Provide administrative and logistical support for internal meetings, public events, conferences, and community engagement activities.
- Assist with event preparation, setup, materials coordination, and on-site support to help ensure smooth and professional execution.

Other duties may be assigned as needed.

Education Requirements:

- Applicants must possess a high school diploma and be currently pursuing a degree in agriculture, communications, public relations, or another 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.
- Ability to plan and execute projects with limited supervision or instruction.
- Familiarity with Microsoft Office.
- General knowledge and understanding of agriculture and forestry systems is preferred.

Comments:

- This is a paid internship.
- Travel will 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 regular travel.

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
- 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.

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.