



Tennessee Department of Agriculture

Office of the Commissioner Internship

The Tennessee Department of Agriculture is seeking an administrative intern for the summer of 2026 (May 18, 2026 – August 14, 2026). 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
Holeman Building
440 Hogan Road, Nashville, TN 37220

Major Duties:

Office and Administrative Support:

- Assist with day-to-day office operations including scheduling and correspondence.
- Prepare briefing materials and meeting agendas for the Commissioner's Office.
- Manage and track incoming requests, inquiries, and follow-up actions.
- Support internal communication and coordination across divisions of the Department.

Special Projects Support:

- Work alongside the Special Projects Director to assist in planning, coordination, and execution of departmental initiatives.
- Provide administrative and logistical support for special projects that may involve cross-divisional collaboration, policy development, and/or community engagement.
- Help track timelines, deliverables, and progress on assigned projects.
- Assist in preparing presentations, reports, or other materials that summarize project goals and outcomes.
- Contribute to brainstorming and planning sessions for new or ongoing departmental initiatives.

Event and Meeting Coordination:

- Provide logistical and administrative support for internal meetings and public events.
- Assist in preparation and setup for conferences or community engagement activities.

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.
- Some travel may be required.
- All participants in the Tennessee Department of Agriculture's Internship program are required to present details of their internship experience to executive staff. This presentation will be given to executive leadership during a luncheon at the end of the internship term.
- 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 occasional 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 FRIDAY, NOVEMBER 21, 2025



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.