



## **TDEC INTERNSHIP PROGRAM**

### Office of External Affairs

#### **About the Tennessee Department of Environment and Conservation (TDEC)**

The Department exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment by:

- Protecting and promoting human health and safety.
- Protecting and improving the quality of Tennessee's land, air, and water.
- Conserving and promoting natural, cultural and historic resources.
- Providing a variety of quality outdoor recreational experiences.

TDEC has approximately 2,900 employees working across Tennessee supported by a total budget of more than \$300 million with funding from fees for services, state parks revenue, federal sources, and the state general fund. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate sources of air pollution, radiological health issues, solid and hazardous waste, underground storage tanks, water pollution, water supply, and groundwater pollution. TDEC has a central office in Nashville and eight (8) regional offices across the state serving as the primary point of contact for their respective regions.

#### **About the Office of External Affairs (OEA)**

OEA provides outreach and communication to external department stakeholders, including local government, other government agencies, the regulated community, public interest groups and citizens. OEA serves as the single-point contact within the local communities with the goals to:

- Promote Excellent Customer Service
- Public Education and Outreach
- Support Environmental Stewardship and Economic Development
- Assist with conversations to ensure compliance with environmental regulations
- Connect Individuals and Organizations with TDEC Resources
- Promote all 56 Tennessee State Parks events and projects

#### **Summary of Position**

This internship position is located at the TDEC Knoxville Environmental Field Office at 3711 Middlebrook Pike, Knoxville, TN. The selected candidate will work with the Office of External Affairs in supporting various projects. Commitment of hours for the internship will vary with requirements of the college or university internship guidelines but will not exceed 30 hours. There will be flexibility in scheduling time to accommodate the needs of the student. This internship is an unpaid internship.

### **Potential Projects and Areas of Focus Include:**

- Environmental protection and improvement, natural resource management, environmental stewardship, research and analysis, communications, event planning, project management, outreach and assistance to targeted stakeholders.
- Assist with planning and logistics for the TDEC Green Teen program and meet TDEC event.
- Work with content creation and research for the OEA monthly newsletter
- Participate with the development of outreach, educational tools and materials to support accurate, useful, timely and targeted communication to stakeholders
- Assist TDEC's Environmental Education initiative by researching and developing lesson plans, materials, and content to be added as an online resource on TDEC's education page

### **Knowledge, Skills and Abilities:**

The successful candidate will have a demonstrated ability to perform in the following areas in a fast pace program environment:

- Deliver quality customer service to internal and external customers
- Exhibits strong written and verbal communication skills
- Be proficient using Microsoft Office products. Have a working knowledge of graphic design software
- Working knowledge of planning and organizing logistics for projects/events
- Able to conduct research and provide data analysis

### **Education / Experience:**

The student must be currently enrolled in a college or university focusing on a degree in related fields such as public administration, business administration, marketing, public relations, communications, and have an interest in environmental policy or environmental sciences. Candidates must receive college credit for their internship and be an undergraduate at an accredited college or university.

### **Supervision:**

All interns will have a primary supervisor who will be responsible for assigning work, providing feedback on performance, and sharing information on opportunities for additional engagement with the department. Additional staff may supervise interns on specific projects in collaboration with the primary supervisor.

For more information, please contact Deanna Jones at [Deanna.Jones@tn.gov](mailto:Deanna.Jones@tn.gov) or 865-594-5561. Interested candidates should submit their resume, cover letter, and contact information for internship coordinator at their college (if applicable) to **Deanna.Jones@tn.gov**. Additional information about internships with the Dept. of Environment and Conservation is on our website: <https://www.tn.gov/environment/about-tdec/employment-and-internships/employment-intern-opportunities.html>.

TDEC is an AA/EEO/ADA equal opportunity employer