

Who we are:

The Department of Environment and Conservation 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 3,000 employees statewide supported by a total budget of more than \$400 million. TDEC is the chief environmental and natural resource regulatory agency in Tennessee with delegated responsibility from the U.S. EPA to regulate

About the Office of External Affairs:

The Office of External Affairs (OEA) serves as TDEC's primary point of contact for the general public and stakeholders in a respective region and serves as the public outreach arm for the Commissioner's Office.

OEA works with the Office of Communications in developing strategies and implementing integrated tactics across a wide variety of platforms to create differentiated positioning and align business objectives to further amplify TDEC's message. The two offices work together to manage the distribution of information between the Department and the citizens of Tennessee.



Office of External Affairs

Knoxville Environmental Field Office Internship

Overview

The Tennessee Department of Environment and Conservation (TDEC), Office of External Affairs is seeking a college student for an unpaid internship opportunity located at the Knoxville Environmental Field Office located at 3711 Middlebrook Pike, Knoxville, TN.

The Office of External Affairs (OEA) provides outreach and communication to external stakeholders, including local government, other government agencies, the regulated community, public interest groups and citizens.

Responsibilities

- Assist with planning and logistics for special events.
- 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 communications to stakeholders.
- Assist TDEC to build mutually beneficial regional relationships with stakeholders by researching, planning and developing materials and products that further departmental initiatives.

Skills and Abilities

The successful candidate must have strong written and verbal communication skills, be customer service oriented, have a working knowledge of planning and organizing logistics for projects/events, and be able to conduct research and provide data analysis. Candidate needs to be proficient with Microsoft Office and have experience with graphic design software.

Qualifications

Must be currently enrolled in a college or university focusing on a degree in Public Administration, Business Administration, Marketing, Public Relations, or 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.

To be considered for this unpaid internship, students need to submit their resume, cover letter, and information outlining college credit requirements to Deanna.Jones@tn.gov. Additional information regarding TDEC's internship requirements are highlighted on TDEC's website: <https://www.tn.gov/environment/about-tdec/employment-and-internships.html>