

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.

Internship Department of Environment and Conservation Office of External Affairs Knoxville Environmental Field Office

Overview

The Tennessee Department of Environment and Conservation (TDEC) is excited to offer an outstanding opportunity for college students to have an internship with our Division of External Affairs (OEA) in our Knoxville Environmental Field Office. Students will gain an understanding of how OEA provides outreach and communication to external stakeholders, including local and other government agencies, the regulated community, public interest groups and citizens. Internship candidates must currently be enrolled in a college or university focusing on a degree in Administration, Business Administration, Marketing, Public Relations, or Communications and have an interest in environmental policy or environmental sciences. Candidates must receive college credit for the internship experience.

We are seeking a student who has great customer service skills and who has had some experience planning and organizing logistics for projects and events. Proficiency in Microsoft Office products is necessary. Students who have conducted research and provided data analysis will be considered preferred candidates. Knowledge and use of design software are a plus.

Please note that TDEC will observe appropriate Covid-19 guidelines during this internship.

General Responsibilities

- 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.
- Assist with planning and logistics for special events.
- Work with content creation and research for the OEA monthly newsletter.

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>

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.