

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.

We foster a work environment that's inclusive as well as diverse, where our people can be themselves. Every idea and perspective is valued so that our culture reflects the people we serve.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

About the Tennessee Historical Commission:

The mission of the Tennessee Historical Commission is to encourage the inclusive diverse study of Tennessee's history for the benefit of future generations; to protect, preserve, interpret, operate, maintain, and administer historic sites; to mark important locations, persons, and events in Tennessee history; to assist in worthy publication projects; to review, comment on and identify projects that will potentially impact state-owned and non-state-owned historic properties; to locate, identify, record and nominate to the National Register of Historic Places all properties which meet National Register criteria, and to implement other programs of the national Historic Preservation Act of 1966 as amended.



Tennessee Historical Commission Historic Preservation Specialist Heritage Protection Act and Outreach Coordinator Annual Salary Range \$40,380 - \$64,620

The Tennessee Historical Commission, the State Historic Preservation Office, is pleased to offer an opportunity to support the agency's mission to protect and preserve historic sites. The principal responsibilities of this position include carrying out administrative duties pertaining to the Tennessee Heritage Protection Act and coordinating communications and outreach for the Commission.

The position requires excellent communication and writing skills. The preferred candidate will have a degree in historic preservation or other related field and experience equivalent to two years of full-time professional experience in Historic Preservation or related work. Some travel may be required. To apply for this position please visit: <http://www.tn.gov/careers>.

Highlighted Responsibilities:

- Serve as point person for all communications relating to Tennessee Heritage Protection Act and as primary contact for agency for all public outreach.
- Responsible for editing and producing the Courier newsletter three times a year, social media posts, and administration of the Commission's website.
- Maintain records pertaining to cases involving the Tennessee Heritage Protection Act.
- Prepare and distribute materials as needed for review by the Tennessee Historical Commission board and assist with pending cases at Commission meetings.
- Prepare and send press releases for the Tennessee Historical Commission.
- Coordinate the Commission's annual awards program.

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.