

## Who we are:

The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has close to 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

## What the Environmental Division does:

The Environmental Division is responsible for the protection, preservation and enhancement of the environment with the implementation of transportation projects. The Highway Beautification Office encompasses a varied group of programs ranging from regulatory control and oversight of outdoor advertising to preserving, sustaining and enhancing the beauty of the Tennessee landscape.

**For more information on this division, please see link below:**  
<https://www.tn.gov/tdot/environmental-home.html>



**TDOT Intern**  
Environmental Division  
Highway Beautification Office – Outreach Section  
Location: Nashville, TN  
Compensation: \$18.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Headquarters Highway Beautification Office's Outreach Section located in Downtown Nashville. The intern will work in tandem with Outreach staff on developing public-facing messaging and campaigns for TDOT's litter prevention, landscape, and scenic roadways programs. This includes drafting press releases, designing infographics and print materials, creating social media posts and calendars, tabling at public events and conferences, and strategic planning for the Nobody Trashes Tennessee litter prevention campaign. Attending meetings, independent research, and analysis, and coordinating with TDOT's network of local partners will occur daily.

### Responsibilities

- Draft a media advisory and social media materials for use during National Pollinator Week.
- Develop graphics, social media and other campaign materials as assigned. Confer with Outreach staff.
- Conduct tabling at Tennessee Welcome Centers in conjunction with National Pollinator Week. Conduct Special Litter Grant monitoring site visits statewide.
- Create and draft pamphlets and brochures on litter reduction and environmental topics.
- Utilize Microsoft Office and M.S. Teams to draft resources, compile research and coordinate with Outreach staff and local partners.
- Manipulate Microsoft Office to develop text, resource tables and graphics for use in programming.
- Meet with Outreach staff and local partners as needed to review activities, discuss deadlines, and coordinate workflow and other activities.
- Attend Federal Highways and National Scenic Byway Foundation events and meetings.
- Organize data and resources for Tennessee's 12 scenic byway organizations. Assist with cleanups and byway functions.

### Minimum Qualifications

- Advertising, Hospitality, Tourism, Communications, Public Administration, Marketing, Non-Profit Management, Public Relations, or Civic Engagement major required.
- Junior, or Senior Class Status required as of May 2022 OR recent Graduate as of Spring 2021.
- Legally authorized to work in the U.S.
- Experience volunteering or overseeing volunteers, creative design of presentations and press releases as well as other marketing materials, social media and electronic marketing, or non-profit experience preferred.

To be considered for this position, please apply via [SurveyMonkey](#).

**Please attach a two (2) page maximum résumé and a transcript to your application.**

**Applicants will be required to provide an academic portfolio showcasing academic achievements, experience, and knowledge.**

*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.*