

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 3,400 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

What the Environmental Division does:

TDOT's Highway Beautification Office oversees a varied group of programs intended to preserve and sustain the natural scenic beauty of the Tennessee landscape. These programs include those regulatory in nature: Outdoor Advertising, Junkyard Control, and Vegetation Control, and those that are focused on public outreach, which include: Adopt-A-Highway, litter prevention, Pollinator Habitat, Landscaping, the Nobody Trashes Tennessee campaign and Scenic Roadways.

For more information on this division, please see link below:

<https://www.tn.gov/tdot/environmental-home/environmental-highway-beautification-office.html>



TDOT Intern

Highway Beautification Office

Location: Nashville, TN

Compensation: \$20.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring student interns for the Headquarters Highway Beautification Office located in Downtown Nashville. The intern will assist Beautification Office staff in the administration of the department's litter prevention, landscaping, and scenic roadway programming. This includes public messaging, preparation and attendance of public events, coordinating with local program partners, and measuring impact/performance of program activities.

Responsibilities

- Utilize Microsoft Office and M.S. Teams to draft resources, compile research and coordinate with staff and local partners.
- Manipulate Microsoft Office to develop text, resource tables and graphics for use in programming.
- Meet with staff and local partners as needed to review activities, discuss deadlines, and coordinate workflow and other activities.
- Draft a media advisory and social media materials for use during National Pollinator Week.
- develop and refine public communications and public relations skills, specifically with regard to environmental topics in Tennessee.
- Conduct tabling at Tennessee Welcome Centers in conjunction with National Pollinator Week. Conduct Special Litter Grant monitoring site visits statewide.
- Organize data and resources for Tennessee's 12 scenic byway organizations. Assist with cleanups and byway functions.

Minimum Qualifications

- Environmental Policy, Marketing, Communications, Public Policy, Public Administration, or Environmental Science major required.
- Junior, or Senior Class Status required as of May 2024 OR recent Graduate as of Spring 2023.
- Legally authorized to work in the U.S.
- Interest in environmental topics 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.