

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 more than 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Community Relations Division conducts community outreach activities, manages public meetings and hearings, establishes relationships with the news media and community groups, assists the general public in accessing TDOT's services, answering questions and concerns, and providing better communication both inside and outside the department.

For more information on TDOT Learning & Development, please see link below:

<https://www.tn.gov/tdot/community-relations.html>



TDOT Intern
Community Relations Division
Location: Nashville, TN
Compensation: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring student interns for the Headquarters Community Relations Office. These interns will learn how the division supports the Commissioner's office in efforts to communicate and educate the public, local and state leaders, and planning organizations on TDOT projects, programs and initiatives. In addition, the Community Relations interns will learn how the division promotes local partnerships and highlights TDOT investments in communities.

Responsibilities

- Assist TDOT staff with preparing regular social media content from the middle Tennessee region in the form of project updates, photos, and video.
- Assist TDOT staff with managing our internal and external customer communication platform including replying to customer questions.
- Interact and engage with team members to help brainstorm innovative ways of communicating across the organization
- Create/update presentations, graphics, and internal communication guides, toolkits, and other resources.
- Visit project sites to capture photos and video footage.
- Assist TDOT staff with communication for special events such as the TDOT Safety Campaign, Pollinator Week, and major project milestones.

Qualifications

- Junior, or Senior Class Status required as of May 2021 OR recent Graduate as of Spring 2020.
- Business, Communications, Journalism, or Marketing major preferred.
- Legally authorized to work in the U.S.
- Familiarity with Microsoft Office Suite, attention to detail, creativity, and strong verbal and written communication skills preferred.

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

Selected candidates will be required to provide two letters of reference (professional, or personal).

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.