

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/environmental-highway-beautification-office.html>



TDOT Intern

Environmental Division

Highway Beautification Office – Outreach Section

Location: Nashville, TN

Compensation: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring student interns for the Headquarters Highway Beautification Office's Outreach Section located in Downtown Nashville. These interns will assist Beautification staff in developing byway events and outreach opportunities. Specifically, these interns will coordinate and communicate with all twelve of Tennessee's scenic byway organizations and create collateral, marketing approaches, and presentations in support of TDOT's scenic byway programming.

Responsibilities

- Create a monthly newsletter and update social media resources for Tennessee's 12 scenic byway organizations.
- Assist TDOT staff in planning and creating "Nobody Trashes Tennessee" events and media.
- Plan and coordinate Pollinator Awareness Week events in June.
- Conduct Special Litter Grant monitoring site visits statewide.
- Create and draft pamphlets and brochures on litter reduction and environmental topics.
- Update program and byway collateral.
- 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 2021 OR recent Graduate as of Spring 2020.
- 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.

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.