

Who we are:

TDOT is a multimodal agency with responsibilities in aviation, public transit, waterways, railroads, and cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation (TDOT) has close to 3,800 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville, and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Tennessee Department of Transportation (TDOT) provides citizens and travelers of Tennessee with one of the best transportation systems in the country.

About TDOT Internal Communications:

The Internal Communications section is committed to delivering critical information to all TDOT employees that is relevant, consistent and supports TDOT's mission and vision. Additionally, the Internal Communications section supports TDOT strategic initiatives with communication, marketing, and engagement, provides direction to internal business units for proactive communication strategies and supports the employee experience to empower the success and development of our workforce.



HR Generalist 1

TDOT Human Resources, Internal Communications

Location: Nashville, TN

Compensation: Starting at \$3,053.00 per month

Overview

The Tennessee Department of Transportation is currently hiring a full-time HR Generalist professional for our Human Resources division located in Davidson County. This position reports to TDOT Headquarters and is fully remote but candidates must be able to commute to downtown Nashville as needed.

TDOT Human Resources is proud to provide support to over 3,800 employees in all 95 counties across the state. This position works in the internal communications section and has responsibilities in communications, employee engagement and special projects. The HR Generalist 1 will learn to become an internal communication partner and strategic advisor to the department.

Responsibilities

Assists in the development of communication plans that think long-term and tie multiple communication moments together into broader strategies; and creates supporting communication materials such as graphics, presentations, newsletters and more.

Assists in writing and editing impactful and engaging content that effectively describes and promotes TDOT's mission, vision and values, department initiatives and campaigns, and other programs that support our goals and culture.

Experiments with new, creative ways to reach all employees with the news and information they care about and drive their engagement in prioritized department initiatives.

Develops metrics, reports, and summaries to measure internal communications and engagement with the goal of continuously improving internal communications strategy to reach and engage employees.

Participate in special project assignments that improve overall department performance; and assist the TDOT Human Resources team and leadership with strategies and initiatives.

Qualifications

Bachelor or master's degree

Familiarity with Microsoft Office Suite

Strong verbal and written communication skills

Attention to detail and creative thinking

For questions, please contact Giuliana Guglielmi at
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