

Who we are:

Transportation is so basic that many of us overlook its overwhelming importance in our daily lives. Practically everything used in our homes, offices, or schools across Tennessee – from furniture to food items to clothing – requires a large and complex transportation network. 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 approximately 3,500 employees with four statewide region facilities in Knoxville, Chattanooga, Nashville, and Jackson.

Communications Division Role:

The Communications Division is responsible for promoting the mission, vision, and goals of the Department by integrating the concerns of our customers into our processes and promoting a clear and consistent message both internally and externally.

The mission of the Division is to provide leadership in developing and implementing strategic plans that integrate all modes of communication to ensure our customers remain informed and that the Department supports strategies to improve safety, increase mobility, and encourage economic development in Tennessee.

For more information on the Communications Division please see link below:

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



TDOT Internal Communications Officer

Nashville, TN

\$90,000 - \$105,000 annually

Job Overview

The Internal Communications Officer is responsible for the day-to-day corporate communications of the Department of Transportation. In collaboration with executive leadership and internal stakeholders, the Internal Communications Officer develops, implements, and manages internal communications to inform, engage, and align employees across all levels of the Department. Reporting directly to the Assistant Chief of Public Affairs and Communications, this position is responsible for designing and executing the department's integrated internal communications strategies and work products.

Essential Job Responsibilities

Provides input for the strategic direction of the Communications division, including developing and implementing strategic proactive and engaging communication plans that have measurable objectives, effective tactics, realistic budgets, and defined timelines and champions the department's vision and culture across diverse districts, Regions, and divisions within the department using both traditional and modern modes of communication.

Develops and maintains collaborative relationships across internal divisions and geographic regions by supporting communications and engagement initiatives that allow the department to coordinate and provide consistent, relevant, and accurate information to employees, capture feedback, and incorporate necessary changes in future outreach strategies, channels, and work products.

Provides editorial review of letters, proposals, internal speaking engagements, and other internal communications from all divisions and Regions to ensure quality, accuracy, and alignment with the department's vision and culture.

Translates internal policy, management decisions, and technical issues into easy-to-understand communications, training, and tools for internal customers.

Researches, composes, and produces presentations, speeches, videos, and other communications as needed for executive staff and other division leaders.

Works proficiently in integrating a multi-dimensional approach to modes of internal communication, including but not limited to internally published "news" content, scripts, videos, website content, special events, emails, phone calls, podcasts, all social media platforms, and other mobile applications.

Qualifications

- Bachelor's degree in communications, public relations, journalism, marketing, or a related field
- 10 years of demonstrated competency with internal corporate and external public communication and marketing strategies, or an equivalent combination of education and experience.
- *Accredited in Public Relations (APR)* accreditation is preferred.
- Experience implementing integrated communication strategies that build strong relationships and foster productive feedback from internal stakeholders.
- Outstanding written and verbal communication skills and high-level executive and client interaction skills.

Compensations and Benefits

Online resources for the State of Tennessee benefits can be found at:

<https://www.tn.gov/partnersforhealth/publications/publications.html>

<https://www.tn.gov/hr/employees1/benefits.html>

<https://treasury.tn.gov/Retirement/Retire-Ready-Tennessee/for-State-Employees>

Application for the Internal Communications Officer requires completion and submission of the following items:

1. Letter explaining the applicant's interest in the position.
2. Résumé that is a maximum of two (2) pages.
3. Personal work sample or portfolio.

These items should be emailed to TDOT.Careers@tn.gov by Monday, February 19th.