



## Tennessee Department of Agriculture

### Policy and Communications Internship

The Tennessee Department of Agriculture, Administration Division is seeking an intern for the summer of 2024 (May 20, 2024 – August 9, 2024). This position is assigned to the commissioner's office and is responsible for assisting with a wide range of projects and assignments relating to policy development, legislation, communications and outreach, and administrative support for departmental activities and events.

#### Location:

Ellington Agricultural Center  
440 Hogan Road, Nashville TN 37220

#### Major Duties:

##### Policy and Legislation:

- Provide support to the Policy team and other Executive Staff to include legislative issues, strategic planning, policy review, and information request.
- Conduct research, collect relevant information, enter data, complete analyses, and report on issues or topics as assigned.
- Participate in training sessions, conferences, and meetings at the state and national level to remain current on trends and best practices in the agriculture industry.

##### Communications and Outreach:

- Assist the Public Affairs team with communication and outreach projects such as collateral development, video production, social media engagement, and archive improvement.
- Assist with updating databases related to external outreach and engagement.
- Work with Tennessee Department of Agriculture staff to set up, work, and tear down for events and tradeshow.

### Administrative Duties:

- Attend or listen to legislative committee hearings and provide information or summaries as requested by the Policy team.
- Assist in the planning and staffing of special events and meetings with the Public Affairs team.
- Prepare talking points, legislative memos, and correspondence to the Tennessee General Assembly.

### Other duties may be assigned as needed

### Education:

- High School Diploma
- Currently seeking a degree in agriculture, communications, public relations, political science, or other related field
- Must be in good academic standing with a GPA of 2.5 or higher.

### Essential Knowledge and Required Skills:

- Strong interpersonal, communication, and organizational skills
- Applicants must be able to plan and execute projects with limited supervision or instruction.
- Familiarity with Microsoft Office
- A general knowledge and understanding of agriculture and forestry systems is preferred.

### Comments:

- This is a paid internship.
- Some over-night travel may be required
- All participants in the Tennessee Department of Agriculture's internship program are required to create a presentation to executive staff detailing their experience with the internship. This presentation shall be presented at the end of the internship term.
- For more information on the Tennessee Department of Agriculture please visit: [www.tn.gov/agriculture](http://www.tn.gov/agriculture)

### Working Conditions:

- This internship is primarily office-based with the possibility of some travel along with the opportunity to work remotely at times.



## How to Apply:

To apply for this internship opportunity, please send the following documents to [Jamy.Freeman@tn.gov](mailto:Jamy.Freeman@tn.gov):

- Resume
- Cover Letter
- Most recent education transcript
- 2 professional letters of recommendation
- DD214 (Veteran Candidates only)

**ALL APPLICATIONS MUST BE SUBMITTED BY FRIDAY, MARCH 15, 2024**

## Other Information:

The State of Tennessee and the Tennessee Department of Agriculture is an Equal Opportunity Employer. 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, veterans status, or any other category protected by state of and/or federal civil rights laws.