

ORRCA Intern Guidelines

Job Title:

Research and Economic (land use) Development Intern – Oak Ridge Reservation Communities Alliance and Tennessee Department of Environment and Conservation

Description of Duties:

- Conduct research of specific projects that have been, or may be, proposed by the Department of Energy in conjunction with their respective contractors regarding environmental management and maintenance.
- Maintain online interactive GIS maps to reflect land developments and transfers, new businesses, recreational trails, blue way trails, access points, national park points, and other mapping features.
- Suggest and/or conduct video, social media, and photo marketing of newly developed areas including Greenways, Blue Ways, access points, West Black Oak Ridge Conservation Easement (BORCE) Trails, arboretums, National Park lands, and other area features. There is a huge opportunity for future interns to use video and photo marketing to show off all of the great things happening at the East Tennessee Technology Park (ETTP) via social media, city and county websites, and other outlets
- Print marketing – future interns should focus on “spreading the word” about opportunities at ETTP to the public in an effective and positive way to combat potential negative stereotypes that accompany remediated Department of Energy (DOE) lands. Future interns should focus on publishing magazine articles, website articles, and newspaper articles about the opportunities and developments at ETTP. Interns should publish articles in a variety of outlets in all of the surrounding communities (Knoxville, Knox County, Roane County, Anderson County, and the Oak Ridge area).
- Interns are responsible for understanding and evaluating the potential economic impact of proposed opportunities and developments at ETTP. Interns should be able to use research, marketing, and evaluation skills to create informed evaluations of proposed projects at ETTP

Preferred Skills:

- Graduate level students preferred –Research emphasis
- Experience with different marketing formats and tools, particularly social media, web based, and print marketing
- Clear, concise, and high level writing skills preferred
- Experience and/or interest in economic development, land development, and sustainable practice implementation

Deadline of Application:

Deadline for Fall semester (classes begin August 23) is early Summer or until position is filled

Deadline for Spring semester (classes begin January 10) is late Fall or until position is filled

Deadline for Summer semester (classes begin May 30) is late Spring or until position is filled

Frequently asked questions:

Q. What are interns paid?

A. ORRCA intern are paid approximately \$10.00/hr.

Q. What is the length of an internship?

A. Internships are coordinated with each school’s internship program to provide the necessary hours required for college credit. A minimum of 20 hours per week is required in order to be able to substantially contribute and have a mutually beneficial learning experience.

Q. Is there an age limit for interns?

A. There is not an age requirement. However, interns should be actively enrolled in/just graduated from a full-time undergraduate or graduate program that gives college credit for the internship.

Q. Are interns allowed to drive state vehicles?

A. Joint Interns for the Oak Ridge Reservation Communities Alliance are not allowed to operate state vehicles

Q. Are interns eligible for state benefits?

A. No. Interns are considered part-time employees and are not eligible for benefits.

For any additional questions, please email: bud.yard@tn.gov, or call 865-220-6562.

Guidelines for Application:

- Must be actively enrolled in an undergraduate or graduate school program and have a B average or above.
- Candidates must receive college credit for the internship.
- Must submit a resume, cover letter and guidelines established by the college/university for internship programs via email to Bud.Yard@tn.gov

Please include the following information in your cover letter:

- Field of study
- City, county or location
- Desired dates (Spring or Fall semester)
- Contact information for college/university administrator for your school's internship program (Include full name, title, phone number, and email address)
- Guidelines established by the college/university for the internship program.

Applications will be reviewed and referred to appropriate TDEC division/office for consideration by the supervising manager.