



Department of General Services Division of Sustainability Internship

**Howard Office Building, Suite 301
700 President Ronald Reagan Way
Nashville, TN 37210**

An intern is needed to assist the Department of General Services' Division of Sustainability. The intern will work with the Division of Sustainability team on a variety of projects, which may focus on energy management, renewable energy, waste reduction, electric vehicles, and/or Metro-wide educational campaigns and community engagement for *Socket, Nashville's Sustainability Outlet*.

Intern Responsibilities include:

- Assist sustainability staff with the creation and coordination of initiatives city-wide
- Help develop workshop curriculum on sustainable behaviors
- Assist with website content and social media outreach
- Help plan and execute presence at public outreach events
- Help document, record, track and review energy and waste data and trending
- Research and report on sustainability practices locally, regionally and nationally
- Innovate ideas for sustainability programs and messaging campaigns

Requirements: Applicant should be a rising college Junior or Senior or Graduate Student. Must be able to work at least 10 hours per week during regular business hours – Monday-Friday, 8am-5pm – for a minimum of 10 weeks. Internships are offered seasonally: Spring, Summer, and Fall. Students are encouraged to receive course credit for the experience, but not required. This internship is unpaid.

Applicants must submit

- Professional resume
- Two letters of recommendation – one from a school faculty member and one personal or professional recommendation from someone other than a relative

Completed applications should be sent to:

Jennifer Westerholm
Department of General Services
700 President Ronald Reagan Way, Suite 301
Nashville, TN 37210 or email to Jennifer.Westerholm@nashville.gov

Questions: Call Jennifer at 615-862-5043

About [Socket](#): *Socket, Nashville's Sustainability Outlet* is the interactive sustainability education program of the Nashville Metro Government Department of General Services (DGS). Socket educates Metro employees and city-facility-visitors about the city's sustainability efforts. Socket connects people directly to sustainability data and initiatives, while also educating and inspiring sustainable practices at work and at home.

About [Department of General Services](#): The Department of General Services delivers an array of services to all departments and agencies of the Metropolitan Government of Nashville and Davidson County with a focus on serving citizens. General Services' staff are guided by a commitment to excellent service, environmental responsibility, conservation, and cost reduction. The department's responsibilities fall within four major areas:

Business Support

General Services Administration manages the budget, fiscal, and human resources functions for the Department of General Services. This division also delivers a collection of government-wide, business support services which include: employee access and resources; photographic, postal, and printing services; surplus property management, and *eBid Nashville*.

Facilities

Building Operations Support Services (BOSS) provides a number of services: design and construction management; building operations support and maintenance, and ADA compliance information and review.

Fleet Management

The Office of Fleet Management (OFM) ensures that safe, reliable fleet vehicles and equipment, fuel to power those units, and related maintenance, repair, and support services are readily available and efficiently used for Metro business.

Sustainability

The Sustainability Division is responsible for all sustainability efforts in the department's management, operational, and administrative responsibilities by integrating sustainable practices throughout all department divisions with the goal to reduce energy, waste, and greenhouse gas emissions. The division follows a sustainability strategy including implementing and tracking sustainable practices and educating Metro employees and the Nashville community on how to live and work in more environmentally- friendly and healthy ways.