



## **The Land Trust for Tennessee**

Position: Community Engagement Intern

Supervisor: Anna Gibbs, Events & Engagement Manager

Location: Glen Leven Farm in Nashville, TN

Unpaid internship, College Credit Only

### **Internship Dates & Times**

For at least 8 weeks, 9 a.m. to 5 p.m. weekday availability for 15 – 20 hours per week

### **About The Land Trust for Tennessee**

The Land Trust for Tennessee (“LTTN”) is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. LTTN’s mission is to conserve the unique character of Tennessee’s natural, scenic and historic landscapes and sites for future generations. In its 25 years, LTTN has protected more than 137,000 acres through over 460 conservation projects across Tennessee.

### **The Opportunity**

The Community Engagement Intern will be essential in furthering The Land Trust for Tennessee's mission by overseeing volunteer programs and outreach initiatives that enhance community involvement and awareness. Based primarily at The Land Trust for Tennessee's Glen Leven Farm, this role involves recruiting and training volunteers, leading conservation efforts, and executing educational events to promote best practices in conservation. The ideal candidate will possess strengths in community engagement and project management and a genuine passion for conservation and hands-on education. Responsibilities include coordinating volunteer opportunities with a focus on invasive plant removal, assisting with property projects and events, and developing meaningful partnerships with local organizations, schools, and universities. This position will lead outreach efforts and track engagement metrics to evaluate their effectiveness. This role involves collaborating with the Development & Engagement Team in the planning and execution of events by providing and coordinating volunteer opportunities, preparing materials, and assisting the team in ensuring events are a success. Overall, the Community Engagement Intern will strive to connect the Nashville community to a deeper understanding and participation in local conservation. At the conclusion of this internship, the student will do a presentation to staff that summarizes their internship, highlighting their projects and accomplishments. LTTN will work with students to complete all required paperwork and documentation, including a background check.

All internships at The Land Trust for Tennessee are set to be an immersive experience. We encourage interns to express interests, interview/shadow staff, and take part in organization-wide meetings should they have the time to commit.

### **Primary Responsibilities**

- Outreach to potential new partnership organizations and volunteers about LTTN’s conservation work and volunteer opportunities



- Database management and tracking of volunteer forms, information, and feedback
- Lead volunteer projects and engage with volunteer groups

**Desired Skills and Qualifications:**

- A passion for connecting others with our mission
- A positive attitude and energetic work ethic that shows initiative and drive
- Ability to work outside doing strenuous activities in a variety of weather conditions
- Must have basic understanding of safety protocols and equipment
- Must have basic understanding of Microsoft Office products and email etiquette
- Well-organized, with the ability to work independently, and excellent attention to detail

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. LTTN is an equal opportunity employer.

**To Apply: Please send your resume, and a letter of interest for this opportunity including any relevant experience you may have to the Director of Operations, HR, & Culture, Kayla Noel, at [knoel@landtrusttn.org](mailto:knoel@landtrusttn.org).**