



### **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 Preferred

### **Internship Dates & Times**

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

### **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 26 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 in conservation best practices, educating visitors on LTTN’s mission, and data management of our volunteer program. The ideal candidate will possess strengths in community engagement and project management and a genuine passion for conservation and hands-on education. Overall, the Community Engagement Intern will strive to connect the Nashville community to a deeper understanding and participation in local conservation.

### **Primary Responsibilities**

- Outreach to existing and potential new partnership organizations and schools about LTTN’s conservation work and volunteer opportunities
- Database management and tracking of volunteer forms, information, metrics and feedback
- Lead volunteer projects while engaging with volunteer groups
- Assist with LTTN events

**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
- Students seeking a hands-on experience in a supportive and collaborative environment

**Internship Requirements:**

- Currently seeking environmental nonprofit experience. Preference of currently being enrolled, credit-seeking, and/or a degree-seeking undergraduate, graduate student, or within a year after graduation.
- At the conclusion of this internship, each intern will do a presentation to staff that summarizes their internship, highlighting their accomplishments and what they learned.

All internships at The Land Trust for Tennessee are designed to be immersive. Interns are encouraged to express their interests, participate in organization-wide meetings, and connect with staff across departments when possible.

The essential functions and basic skills have been included. LTTN will work with students to complete all required paperwork and documentation, including a background check. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. LTTN is an equal opportunity employer.

**Applications are only accepted by sending your resume and cover letter through our Job Application portal linked here on our website <https://www.landtrusttn.org/about-us/job-opportunities>. No phone calls, please.**