



**Department of General Services
Division of Sustainability Internship for Spring 2018**

**Center of Responsible Energy
Howard Office Building
700 Second Avenue South
Nashville, TN 37210**

An intern is needed to assist the Department of General Services' Division of Sustainability, which is housed in the Center of Responsible Energy (CORE). The intern will work with the Assistant Director of Sustainability and the sustainability team on a variety of projects and outreach and educational initiatives. Projects may focus on energy management, renewable energy, waste reduction, electric vehicles, and/or Metro-wide educational campaigns and community engagement for *Socket, Unplug Nashville*.

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 networking sites
- 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: Student must be a college Junior or Senior or Graduate Student. Student must be able to work at least 10 hours per week during regular business hours – Monday-Friday, 8am-5pm – for the full semester. Student is encouraged to receive course credit for the experience, but not required. This is an unpaid internship.

Applicants must submit

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

Completed applications should be sent to:

Laurel Creech
Department of General Services
700 Second Avenue South
Nashville, TN 37210 or email to Laurel.Creech@nashville.gov.

Questions: Call Laurel at 615-862-5037

About [Socket](#): *Socket – Unplug Nashville* is the interactive sustainability education program of the Nashville Metro Government Department of General Services (DGS). Socket educates Metro employees and the Nashville public 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.

Socket is accessible anytime, anywhere: by website, digital interactive kiosks, and social media. With live energy feeds, educational videos and games, and sustainable living tips for the community, Socket is creating awareness, changing behavior, and engaging the people of Nashville to help build a sustainable city for generations to come.

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 five 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

This newly formed 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.