Mayor’s Office Internship

An intern is needed to assist the Mayor’s Office in two areas of focus: (1) healthy and active living initiatives and (2) environmental and sustainability projects.

Responsibilities may include:
- Assisting the Office of Environment and Sustainability with creating, planning and supporting events in the areas of sustainability that support Nashville’s Green Ribbon Committee Report;
- Maintaining an inventory of energy efficiency residential home data in a spreadsheet format;
- Establishing a framework for marketing analyzing data for Nashville Energy Works;
- Supporting work related to the Mayor’s Health Initiatives including Walk 100 Miles with the Mayor, the Mayor’s Challenge 5K, and the Mayor’s Workplace Challenge;
- Research and reports on healthy living and bicycle/pedestrian projects;
- General work related to health and the environment.

Requirements: Eligible applicants must have an interest in sustainability and/or healthy living and must be enrolled as an active undergraduate or graduate student. Intern is expected to work 10-20 hours per week. The position is unpaid, but students are encouraged to seek course credit for the experience.

Applicants must submit:
- Professional resume
- Two letters of recommendation – one from a school faculty member and one from someone other than a relative

Completed applications should be sent to laurel.creech@nashville.gov or
Laurel Creech
Office of the Mayor
Metropolitan Courthouse
Nashville, TN 37201

Call (615) 862-6030 with any questions.