

COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS
VOLUNTEER INTERN POSITION

POSITION TITLE: Volunteer Intern

DESCRIPTION OF DUTIES:

About the Executive Office of Energy and Environmental Affairs: The office was formed in 1975 with a mission to safeguard public health from environmental threats and to preserve, protect, and enhance the natural resources of the state. In 2007, its mission was expanded to recognize the role of energy efficiency in environmental protection, and making renewable energy a reality in Massachusetts. We are committed to reducing our dependence on fossil fuels, diversifying our energy sources, and leading the country in energy technology innovation as well as preserving, protecting, and restoring the environmental health of our Commonwealth.

We seek qualified applicants seeking to supplement their academic career with professional experience to join us as volunteer interns.

General Statement of Duties: EEA invites undergraduate and graduate students to apply for intern opportunities. Possible placements include the Office of Policy, Office of Communication, Office of Technical Assistance and Technology, as well as Coastal Zone Management and the Division of Conservation Services. Intern projects range in scope and opportunities include public relations, policy development, information technology quality control, as well as legal research and GIS. Individual internships have included water allocation policy, land protection, smart growth, climate change strategies, the reduction of toxics in the workplace, as well as the application of public relation skills and social media to advance awareness of environmental issues in the public eye. Assigned responsibilities will be project specific and determined by each division director.

All internships are unpaid. Summer internships commonly require 30 hours per week, yet each ranges in the number of hours required. Semester internships are typically 15 hours per week with schedule flexibility to reflect the students' priority of attending classes. Students with specific needs for academic or co-op credit should discuss these needs with the intern coordinator. Housing is the responsibility of the intern. The intern will be stationed at one of two sites in Boston: 100 Cambridge Street or 150 Causeway Street.

We strive to ensure that each intern finds their time at EEA a valuable learning experience. Towards that end, there is a weekly speaker series, in which senior members of the Executive Office, other agencies, and professionals in the field meet with the interns to discuss career opportunities in the environmental disciplines. Within the work constraints of each office, interns are also encouraged to attend meetings outside of their direct work project scope to broaden their view of environmental issues.

Eligibility: Full-time undergraduate and undergraduate students who have completed at least one year of college are eligible to apply. Computer skills are necessary, including some familiarity with Word, Excel, Access, and Outlook is expected. Specific opportunities may require specialized skills such as GIS or familiarity with relational database programs. Previous office experience is preferred.

Intern candidates will be expected to possess basic research skills using primary and secondary sources, the ability to seek out and analyze existing data. Candidates must demonstrate a cooperative attitude, and the willingness and ability to work independently asking questions for clarification and help when necessary.

Application Process: Send a cover letter and resume to the address below expressing interest in an intern opportunity. As part of the selection process, at least one interview will be required. Qualified candidates will be asked to provide a writing sample as well as a letter of recommendation. Students are interviewed and considered for internships on a rolling basis.

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