

Position Description

Position Number: 2
Position Title: Fiscal Unit Intern – MA Environmental Police (MEP)
Location: 251 Causeway St., Boston, MA / 200 Arlington St., Chelsea, MA
Duration: June 5 – August 18, 2023

Brief Description of Internship Position:

We are looking to fill at least one unpaid internship opportunity in our Boston office headquarters currently located at 251 Causeway Street, Boston, MA. Note, our Boston HQ is expected to move to Chelsea by the end of June 2023. Interns learn administrative, fiscal and operational processes of the Environmental Police through the completion of assigned tasks. Selected applicants will have the opportunity to learn and understand business beyond the classroom, how a fast paced and complex business operation works, what excellent customer service is at all levels, proper office etiquette and basic research skills.

Description of Duties and Responsibilities:

Interns will be assigned various clerical and analytical duties related to vendor files, various data/info and inventory. This will require interaction with current staff, compiling data and preparing analyses for presentation. He/she will assist with general office duties and may assist the Registration Bureau that will include mailing registrations/titles (stuffing envelopes), general filing and other duties as assigned. A semi-formal presentation will be required as a final project.

Preferred Knowledge and Skills:

- College level student willing to work in a multi-tasked fast paced business environment with a law enforcement twist.
- Possess social skills and tact to work with others in an office environment.
- Ability to follow basic instructions for general office tasks.

Hours per week:

Internship requires 15 – 18 hours per week (for roughly 11 weeks) working 3 days per week and/or on a pre-determined and approved schedule. There is an opportunity to adjust work schedules for conflicting paid jobs and commitments. Ideally, interns will start Memorial Day week, to be onboard for June 05, 2023, and work through to the week ending August 18, 2023.

Other relevant information:

The Fiscal Unit supports the entire agency. Interns learn and/or strengthen office etiquette through analysis and interpretation of administrative and operational processes. Interns will be guided through “real life” work experiences and explain why work is being managed or processed a certain way. Interns will learn different office skills that may or may not be relevant to what their course of study is in school and will be taught how to tie in these skills into business world expectations.