

Position Description

Position Number: 3
Position Title: Communications Intern - DCR
Location: Boston – Boston - Remotely
Duration: June 5 – August 18, 2023

Brief Description of Internship Position:

The Department of Conservation and Recreation (DCR) Communications Intern will report to the Communications Director and assist the communications team with both internal and external communications including telling DCR's unique story. The communications intern will work with our social media manager to create content to be shared across our social media channels and will have opportunities to visit DCR properties to film and photograph our diverse state park system. The intern will also work with the communications director and press secretary to write press releases and develop media and outreach strategies. Additionally, the communications intern will assist with other administrative tasks. As part of DCR communications, you will be involved in many projects and leave our office with communications materials to add to your portfolio.

Description of Duties and Responsibilities:

- Monitor DCR-related media coverage.
- Write social media posts and draft web content.
- Help develop and manage timeline for producing an editorial and social media content calendar.
- Support video production efforts.
- Assist in the planning and promotion of DCR's public events.
- Research conservation protection issues as well as trends in recreation.
- Monitor other states' efforts and report on best practices.
- Help develop communication/marketing plans.
- Assist with day-to-day office functions and administrative tasks.

Preferred Knowledge and Skills:

- Pursuing or holding a college degree in marketing, communications, journalism, digital advertising, graphic design, information design, video production, or related field.
- Excellent communication, interpersonal and writing skills and attention to detail.
- Ability to multi-task and meet time-sensitive deadlines.
- Proficiency in Microsoft Office Programs.
- Demonstrated ability to work independently, and to juggle and make progress on multiple priorities simultaneously.
- Experience with videography and/or photography a plus.
- Graphic design skills as applied in Adobe Creative suite (e.g. Photoshop, InDesign, Premiere) a plus.
- Prior work, internship or co-op experience or project work in digital advertising, social media, video production, journalism a plus.

Hours per week: 15-25



Training & Outreach
Executive Office of Energy and Environmental Affairs

2023 Summer Internship Program