Position Description

Position Number: 7
Position Title: Net Zero Task Force
Location: Telework and Causeway Street, Boston, MA
Duration: June 6 – August 19, 2022

THIS POSITION IS UNPAID

Brief Description of Internship Position: Provide technical and administrative support to the DCR Net Zero Task force in fulfillment of EO 594. Assist sub-committees of the task force to fulfill assignments related to increasing energy efficiency, reducing energy consumption, end-use fuel switching, expanded clean energy and the greening of park operations.

Description of Duties and Responsibilities:

1. Provide administrative and organizational support to the the task force and sub-committees.
2. Research and provide information on assigned tasks associated with the workings of the task force and sub-committees.
3. Develop and assist in presenting findings via various media on the work of the task force and sub-committees as assigned.
4. Keep updated the share point site and develop posts/documents for the site. Develop audio-visual materials to support the work as assigned.
5. Identify a niche within the work to study and develop materials and leadership to advance the work (i.e. energy storage)

Preferred Knowledge and Skills:

1. Strong organization skills and the ability to support a groups activities on a sustained and imaginative basis.
2. Interest in work of the task force and associated training and course work.
3. A good communicator, ability to write well, talk and present information to the group and the individuals and prepared associated audio-visual materials.
4. Able to take on assignments independently and fulfill such assignments on a timely basis and professionally.

Hours per week: 15 – 20 hours

Other relevant information: Will work with a variety groups and individuals with DCR who are committed and passionate about decarbonization.