

Unpaid Internship Position

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| Position Number: 10 |
| Position Title: Data Management for Agency Modernization Program |
| Location: 10 Park Plaza, Boston MA – Hybrid |
| Duration: June 3 – August 16, 2024 |

Brief Description of Internship Position:

The Department of Conservation and Recreation (DCR) is seeking an enthusiastic and data-savvy intern to join our Agency Modernization Program (AMP). This position plays a critical role in supporting the day-to-day administration tasks of a data-focused team. The intern will contribute to collecting, cleaning, and visualizing a diverse range of agency data, as well as assisting in the update and content creation for the team's SharePoint site.

Description of Duties and Responsibilities:

- Assist in the collection and cleaning of data from various sources to ensure accuracy and reliability.
- Support the visualization of agency data through the creation of charts, graphs, and interactive reports to aid in decision-making processes.
- Contribute to the development and maintenance of the team's SharePoint site, including content creation and layout design.
- Gain exposure to a variety of technology platforms and programs, such as ArcGIS Online, Microsoft's Power Platform, and SharePoint, to enhance digital transformation efforts.
- Collaborate with other departments within the agency to explore interests and support cross-functional projects.

Preferred Knowledge and Skills:

- Strong interest in data management, visualization, and digital transformation technologies.
- Basic familiarity with GIS (Geographic Information Systems), Microsoft's Power Platform, SharePoint, or a willingness to learn.
- Excellent analytical, organizational, and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team in a dynamic environment.

Hours per week: 15- 20 Hours per week