

## Position Description

<b>Position Number: 10</b>
<b>Position Title: Data Analysis for Flood Hazard Management Internship - DCR</b>
<b>Location: Boston - Remotely</b>
<b>Duration: June 5 – August 18, 2023</b>

### **Brief Description of Internship Position:**

This Department of Conservation and Recreation (DCR) internship will focus on developing simple prompts for automated tools such as ChatGPT for review of local flood ordinances and comparison to the state model flood zoning bylaw.

### **Description of Duties and Responsibilities:**

- Report to the DCR manager at least once/week during the period of internship.
- Develop search prompts for automated tools to find and compile local ordinances from public municipal websites.
- Develop text analysis prompts for automated tools to compare the local ordinances to the state model bylaw and definitions.
- Spend time with the DCR manager and other state officials to discuss ideas, questions and other concerns about what they find.
- compile a short written report about how to use the tools they develop and their findings.

### **Preferred Knowledge and Skills:**

- Enthusiasm for learning and trying new things.
- An interest in applying innovative new tools to benefit public service.
- Experience using ChatGPT or similar tools for internet search, data retrieval, text analysis and the ability to document and communicate their methods and findings.
- Knowledge of general computer and internet chatbot prompt development.
- Access the internet regularly for this work.
- General writing skills.

\*\*A sample of the applicant's writing may be requested.

### **Hours per week:**

8 - 10 including a required weekly meeting with the supervisor.

### **Other relevant information:**

This internship is an opportunity to develop innovative tools to enhance performance in the public sector. If performed successfully, the internship and subsequent referral could help a prospective candidate build their portfolio for future employment, along with the satisfaction of helping to build a more flood-resilient Massachusetts.