

Unpaid Internship Position

Position Number: 11
Position Title: Project Management
Location: 100 Cambridge Street, Boston MA - Hybrid
Duration: June 3 – August 16, 2024

Brief Description of Internship Position:

Are you passionate about project management and eager to gain practical experience in a dynamic environment? Join our team at EOEEA as a Project Management Intern and get hands-on experience working with seasoned professionals in managing projects from inception to completion.

EOEEA Human Resources (HR) Shared Services provides support and administers human resources programs and services to current and prospective EOEEA employees and agency business partners for the Secretariat including Massachusetts Environmental Police, and its six agencies and their divisions including: Department of Agricultural Resources and the State Reclamation Board – Mosquito Control Projects; Department of Conservation and Recreation; Department of Environmental Protection; Department of Fish and Game; Department of Public Utilities, and the Department of Energy Resources.

This is an exciting time to join the Executive Office of Energy and Environmental Affairs (EOEEA) Human Resources Shared Service Team as we work to strengthen the Human Resources function throughout the Secretariat and its agencies. EOEEA is a mission-driven state environmental organization that is experiencing strong, sustained growth, placing increased demand on its Human Resources services.

Description of Duties and Responsibilities:

As a Project Management Intern, you will work closely with our DHRO of Special Projects to support various aspects of HR Transformation projects. These activities would include participating and coordinating project planning, project monitoring, and closure. This internship offers an excellent opportunity to develop essential project management skills while contributing to real-world projects that make a difference.

Responsibilities:

1. Assist in project planning activities, including defining project scope, objectives, and timelines.
2. Support HR Workstream Leaders in developing project schedules and activity plans.
3. Help coordinate project team meetings, prepare meeting agendas, and document meeting minutes.
4. Collaborate with Workstream team members to track project progress, identify risks, and develop mitigation strategies.
5. Aid in the preparation of project status reports, presentations, and other communication materials for stakeholders.
6. Assist in maintaining project documentation and ensuring proper version control.
7. Support the implementation of project management best practices and methodologies.
8. Collaborate with cross-functional teams to ensure alignment of project activities with organizational goals.

9. Aid in the development and implementation of communication plans to facilitate smooth project rollouts and maintain consistent engagement with all stakeholders.
10. Take on additional tasks and responsibilities as needed to support the project management team.

Preferred Knowledge and Skills:

- Currently pursuing a degree in business administration, project management, or a related field.
- Strong interest in project management and eagerness to learn and develop new skills.
- Excellent communication and interpersonal skills, with the ability to work effectively in a team environment.
- Detail-oriented with strong organizational and time management skills.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and PowerPoint.
- Ability to adapt to changing priorities and thrive in a fast-paced environment.
- Prior experience or coursework in project management is a plus but not required.

Hours per week: 10-20

Other relevant information:

Our mission is to support EEA and its goals by achieving operational excellence through collaborative, innovative, and progressive HR solutions. We aim to create an inclusive, equitable, and diverse work environment where all employees feel valued, respected, and supported.