

### Internship Position Description

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| <b>Position Number: 12</b>   |
| <b>Program Name: EEA Climate Team – Municipal Vulnerability Preparedness Program</b> |
| <b>Location/Address: Boston - Remotely</b>   |

#### **THIS POSITION IS UNPAID**

#### Brief Description of Internship Position:

The Municipal Vulnerability Preparedness (MVP) Program intern will work directly with the MVP Manager and other members of EEA's Climate Team to support grant administration and other program needs.

#### Description of Duties and Responsibilities:

The Intern will work on grant program administration tasks. Tasks may include crafting our quarterly newsletter for the program, assisting with the grant administration process, and developing content related to completed projects and resources for municipalities on [resilientma.org](http://resilientma.org).

#### Preferred Knowledge and Skills:

- Strong project management and teamwork skills—ability to take a project concept and seek out the answers and resources needed to run with it (with guidance and support!).
- Interest in climate change adaptation and resilience
- Interest in the role of government to lead, innovate, and support around climate adaptation and resilience action
- Skills in website management and/or web-based collaborative platforms like SharePoint—or a willingness to learn
- Strong writing skills
- Attention to detail

Hours per week: 10-37.5