

## Unpaid Internship Position

<b>Position Number: 12</b>
<b>Position Title: Service Forestry Program Intern – DCR Central Region</b>
<b>Location: Clinton, MA - Hybrid</b>
<b>Duration: January 21 – April 4, 2025</b>

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

The Massachusetts Department of Conservation and Recreation (DCR) seeks an intern to support the Service Forestry Program for a period of 6-8 weeks during the Winter 2024 season.

Also known as Private Lands Forestry, the program provides education, information, support and technical expertise to landowners and municipalities throughout the Commonwealth so owners can make informed decisions about their forested properties.

The intern would support the duties of the office staff in tasks including but not limited to: filing; scanning CH 132 and CH 61 into electronic files for a historical data project; assisting with cataloguing educational materials and updating spreadsheets with current inventory.

Opportunities to attend outreach events, workshops, and do field site visits with a Service Forester will be encouraged when schedule allows. Office vs Field hours will be 2:1 ratio.

MA DCR is an organization committed to diversity. This internship program pays particular attention to groups underrepresented in the natural resources workforce including but not limited to: African American/Black, Asian, Pacific Islander, Native American, Alaskan Native, Hispanic/Latino, and people that identify as LGBTQ+ or with disabilities. Members of the Environmental Justice (EJ) community are encouraged to apply.

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

- Create and organize online archive folders
- Filing, scanning and uploading paper-based plans into SharePoint
- Inventory of office supplies, Bureau clothing, paper supplies and outreach materials
- Developing a catalog of current publications on hand; distributing materials
- Accompanying individual district Service Foresters on a weekly field work opportunity; this includes NE, SE and Central districts
- Develop climate education activities for park visitors. Intern will leverage existing activities, like the Coastal Climate Cart and work with Interpretive Staff to meet agency interpretation standards.

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

- Skills in written and oral communication
- Organization and attention to detail a must
- Basic experience with Microsoft Office and SharePoint
- Comfort working independently and collaboratively with a team (preferred)

**Hours per week:** 15-20



**Training & Outreach**  
Executive Office of Energy and Environmental Affairs

## EOEEA 2025 Winter/Spring Internship Program