

Unpaid Internship Position

Position Number: 13
Position Title: Environmental Justice Program, Community Relations
Location: 100 Cambridge Street, Boston - Hybrid
Duration: June 3 – August 16, 2024

Brief Description of Internship Position:

Environmental Justice (EJ) is the equal protection and meaningful involvement of all people with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies and the equitable distribution of environmental benefits. The EJ program at the Executive Office of Energy and Environmental Affairs (EEA) works to ensure that EEA agencies adhere to those principles.

The Environmental Justice (EJ) Office is seeking a Community Relations Intern to assist in implementing the office's various projects and initiatives. The Community Relations Intern will attend meetings, draft documents, assist in administrative duties, and work on projects, such as the EJ Organization List and EEA's External EJ Stakeholder Newsletter, as assigned by the Deputy Director.

Description of Duties and Responsibilities:

1. Collaborate with Deputy Director to maintain the EJ Organization List. This will require outreach to the general public, community organizations, non-profits, and other relevant groups.
2. Collaborate with Deputy Director to create content for a monthly external EJ Stakeholder Newsletter that will be sent to the EJ Office Stakeholders and EEA staff.
3. Attend meetings with the EJ Office staff as needed.
4. Ability to work evenings as needed.
5. Work collaboratively with staff and various agencies to coordinate and execute community outreach plan.
6. Perform administrative and other tasks other as assigned.

Preferred Knowledge and Skills:

- Previous experience with working with environmental justice populations and/or community relations programs.
- Proficiency in a 2nd language preferred but not required.
- Experience, sensitivity to, and knowledge of Environmental Justice.
- Proficiency in Microsoft Office, with an emphasis on basic Excel, Word, and PowerPoint.
- Ability to write reports and business correspondence.
- Strong writing, communication, and analytical skills.
- Excellent organizational skills and attention to detail.
- Experience in group facilitation and making presentations.

Hours per week: 10-15 (Monday through Friday)



Training & Outreach
Executive Office of Energy and Environmental Affairs

2024 Summer Internship Program