

**Commonwealth of Massachusetts**  
**Executive Office of Energy and Environmental Affairs**  
**Internship Position Description**  
**Summer 2021**

**THIS POSITION IS UNPAID**

**Position Number: 15**

**Program Name:** Training & Outreach Department

**Location:** Remotely

**Duration:** June 7 – August 20

Brief Description of Internship Position:

EEA's Human Resources Training and Outreach Department is responsible for assessing and responding to agency training needs and ensuring the development and delivery of EEA training programs. Additionally, the Training and Outreach plays key role in the development of recruitment and outreach strategies for several of the Secretariat's agencies. In addition to training and outreach initiatives, this department manages EEA's Internship Program.

We have an opportunity for an intern who will gain experience by providing hands-on support to key department initiatives. The Training & Outreach intern will provide assistance with the Summer 2021 Internship Program, the tracking and reporting on the progress of mandatory training, and partner with the Director, Training & Outreach on outreach planning. The Intern will be an integral part of our Training & Outreach department and will work closely with all members of the team.

Description of Duties and Responsibilities:

- Coordinate administrative event materials and logistics for the Summer 2021 Internship Program events and trainings.
- Support the development of a social media project for the Internship Program.
- Conduct research of schools and academic programs to enhance internship program outreach.
- Assist with the planning of outreach events and the development of recruitment marketing materials for career fairs.
- Administer mandatory training reporting data into PACE; the Commonwealth's learning management system.
- Attend department meetings and assist with preparation of meetings, trainings, or events.
- Other activities, duties, and responsibilities as assigned.

Preferred Knowledge and Skills:

- Strong administrative and communication skills, both written and oral
- Experience with MS Office Suite (Excel, PowerPoint, Teams)
- Comfortable using spreadsheets and developing presentations

Hours per week: 18-23

