Position Description

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<th>Position Number: 17</th>
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<tr>
<td>Position Title: Environmental Justice Program</td>
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<td>Location: 100 Cambridge St., Boston, MA - Remote</td>
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<td>Duration: June 6 – August 12, 2022</td>
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THIS POSITION IS UNPAID

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) program is seeking an EJ Intern to assist in implementing program’s various projects and initiatives. The EJ Intern will attend meetings, draft documents, assist in administrative duties, and work on projects assigned by the Director and Deputy Director.

Description of Duties and Responsibilities:

- Draft memos on best practices for community outreach and engagement, and other topics as needed
- Collect and organize data, such as languages spoken throughout Massachusetts
- Conduct email and phone outreach to cities, towns, and EJ organizations
- Collaborate with the Deputy Director(s) on language and outreach projects
- Attend meetings and assist with notetaking
- Assist in other tasks as assigned

Preferred Knowledge and Skills:

- Proficiency in a 2nd language preferred but not required
- An interest in, sensitivity to, and knowledge of Environmental Justice
- Proficiency in Microsoft Office, with an emphasis on basic Excel, Word, and PowerPoint
- Strong writing, communication, and analytical skills

Hours per week: 10-15

Other relevant information:

- Comfort with conducting phone outreach is necessary for success in this internship
- EEA is intensely focused on EJ work at this time and this intern would help us in gathering crucial resources