



Internship Position Description

Position Number: 4
Program Name: Flood Hazard Management Program
Location/Address: Boston - Remotely

THIS POSITIONS IS UNPAID

Brief Description of Internship Position:

This position concerns the mitigation of flood-prone properties in MA, specifically the elevation or acquisition of those properties through one of the federal grant opportunities known as Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM), Flood Mitigation Assistance (FMA) program or the Building Resilient Infrastructure & Communities (BRIC) program. The intern will assist in developing materials for property owner guidance, using the perspective of past owners who have utilized one of these programs and using published federal program guidance. The intern will interview property owners and local officials; research guidance developed by other states or communities; and draft a framework for the guidance product.

Description of Duties and Responsibilities:

The intern will report to the DCR manager at least once/week during the period of internship. The intern will be expected to 1) conduct research into the topic; 2) discuss and present findings throughout the period of work; 3) spend time with the DCR manager (and possibly the State Hazard Mitigation Officer) to discuss ideas, questions and other concerns about the desired final product; and 4) produce a preliminary draft framework (outline) for an elevation/acquisition handbook for property owners.

Preferred Knowledge and Skills:

The intern must have an enthusiasm to learn, as well as a desire to learn about public service. The intern should have basic research skills, the ability to think critically and creatively about the topic, and the ability to produce a draft outline. Knowledge about general computer and internet use is required, and the intern must be able to access the internet regularly for this work. The intern must also have good skills in interviewing people, taking notes, excellence in the English language, and general writing skills; a brief sample of the applicant's writing may be requested.

Hours per week:

This work will require between 8 and 12 hours/week to complete in one term. Because interviews with homeowners is a key element of this work, these interviews may need to be carried out during evenings or on weekends. (There may be approx. 12 interviews.) Scheduling is flexible and can be worked out with the DCR manager in advance.

Other relevant information:

This internship is an opportunity for personal growth as well as a chance for DCR to help a student examine whether or not they would like to work in the public sector as a career, and as a time of encouragement for that. If performed successfully, the internship and subsequent referral could help a prospective candidate in applying for a future state or local government position.