

## Internship Position Description

<b>Position Number: 9</b>
<b>Program Name: Environmental Justice Program – Social Media Development</b>
<b>Location/Address: Boston - Remotely</b>

**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 Environmental Justice program at the Executive Office of Energy and Environmental Affairs works to ensure that EEA agencies adhere to those principles through implementing the Environmental Justice Policy of 2017, in addition to Massachusetts Executive Order 552 and federal civil rights guidelines.

The Environmental Justice (EJ) program is seeking a Social Media Intern who will be responsible for collaborating with the EJ Director and Deputy Director on managing the program's social media accounts, and other additional projects as assigned by the Director and Deputy Director.

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

The EJ intern will:

- Manage the EJ Program's social media presence/profiles
- Moderate comments across the EJ program's social media profiles
- Utilize the EJ Program's social media profiles for outreach and communications to new and existing EJ stakeholders, state agencies, and constituents
- Develop strategies for capturing target audience and increasing engagement
- Maintain and consistently post and update Twitter and Instagram profiles with appropriate and appealing content related to EJ on a state, local, and occasionally federal, level
- Assist with social media analytics and reporting
- Assist in loading/producing stories/creating social media graphics
- Other duties as assigned

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

- Proficiency in a second language preferred but not required
- Experience and knowledge of Environmental Justice and EJ work on a local, state, and federal level
- Strong editing, writing, communication, and analytical skills
- Experience managing Twitter and Instagram accounts

**Hours per week:** 15-20

### **Other relevant information:**

This position is for someone who would be interested to be part of a creative effort to expand EEA's EJ program in new and exciting ways. An applicant would find this to be a worthwhile experience if they are enthusiastic and committed to the cause of promoting Environmental Justice in Massachusetts.



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

## 2021 Summer Internship Program