

**Commonwealth of Massachusetts  
Executive Office of Energy and Environmental Affairs  
Internship Position Description Form  
Winter/Spring 2021**

**#8- Communication & Outreach for Agricultural Education Summit**

**Location: 251 Causeway Street, Boston MA - Remotely**

Brief Description of Internship Position:

The position will be tasked with coming up with a framework for a proposed Agricultural Education Summit in Massachusetts, bringing together agencies, organizations and other stakeholders in the Ag Education sphere for the purposes of sharing best practices and finding new ways for collaboration amongst groups that may have not had much past interaction.

Description of Duties and Responsibilities:

The position will require the candidate to identify how many Agricultural Education entities exist in Massachusetts and reach out to each one to understand their mission, organization structure, accomplishments and challenges. One of the ways this information can be gathered would be through a survey which the candidate will help develop to send out to these entities. Based on the responses received, MDAR staff and the candidate can ascertain what the overall theme of an Agricultural Education Summit could look like and how it would be beneficial for participants. A proposal would then be developed to present to the Division Director.

Preferred Knowledge and Skills:

- Ability to work independently, be self-motivated and be comfortable in conducting outreach via phone or email.
- Be comfortable making “cold calls” to various stakeholder groups, attempting to gather information about the current landscape of Ag Education in the Commonwealth.
- Excellent written and oral communication skills.
- An outgoing personality, high attention to detail, record keeping and organizational skills are beneficial.

Hours per week: Up to 10 hours a week

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