

Unpaid Internship Position

Position Number: 18
Position Title: Digital Communications - EEA
Location: 100 Cambridge Street, Boston - Hybrid
Duration: June 2 – August 15, 2025

Brief Description of Internship Position:

The Executive Office of Energy and Environmental Affairs (EEA) in the Healey-Driscoll Administration is seeking a motivated Digital Intern to join our Communications team. This intern will gain hands-on experience in digital communications within a dynamic and fast-paced agency at the forefront of Massachusetts' efforts to address climate change, enhance resiliency, and protect the environment. Reporting to the Digital Director and Communications Manager, the intern will have the opportunity to work with EEA's senior communications staff, including the Assistant Secretary of Communications and Director of Communications, and will assist in engaging Massachusetts residents and stakeholders in the Commonwealth's environmental and energy initiatives.

Description of Duties and Responsibilities:

Attend and capture events through photos and videos, ensuring high-quality content aligned with EEA's goals and objectives. Create engaging content for EEA's social media channels, including photos, videos, graphics, and written posts, showcasing the work of the Healey-Driscoll Administration. Collaborate in team meetings, bringing creative ideas for digital storytelling and social media engagement. Assist the Digital Director, Communications Manager, and the communications team with projects that support EEA's mission and public outreach goals. Support the communications team with administrative tasks, such as clips, managing press lists, and updating websites

Preferred Knowledge and Skills:

Currently pursuing a degree or coursework in communications, digital media, environmental studies, or a related field. Familiarity with social media platforms, particularly Instagram, Twitter, Facebook, and LinkedIn. Basic to intermediate skills in video production and editing using Adobe Premiere Pro. Basic knowledge of graphic design software, such as Adobe Photoshop or Canva, is a plus. Strong writing and storytelling skills, particularly for social media. Interest in climate policy, social justice, public service, or environmental issues. Detail-oriented, organized, and able to work collaboratively in a team setting.

Hours per week: 10



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EOEEA 2025 Summer Internship Program