

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

**#9 – Flood Hazard Management Program**

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

Brief Description of Internship Position:

This position involves 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 the Hazard Mitigation Grant Program (HMGP), 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research guidance developed by other states or communities; develop a framework for the guidance product; and begin a draft guidance product.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 development of the product; and
- 4) produce a preliminary draft version of an elevation/acquisition handbook for property owners.

Preferred Knowledge and Skills:

- An enthusiasm to learn about public service.
- Basic research skills,
- The ability to think critically and creatively about the topic,
- The ability to produce a draft guidance product.

Knowledge about general computer and internet use is required, and access to the internet regularly for this work. The intern must also have an interest in interviewing people as well as general writing skills. A sample of the applicant's writing may be requested.

Hours per week:

This work will require between 8 and 16 hours/week to complete in one term. 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.

**EEA INTERNSHIP POSITIONS ARE UNPAID**