

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

#5 – DOER Clean Energy – Renewables & Alternative Technology

Location: 100 Cambridge Street, Boston - Remotely

Brief Description of Internship Position:

The Renewables Division administers the Renewable and Alternative Portfolio Standards (RPS and APS) for Massachusetts' electric supply and develops programs to promote the growth of renewable energy. The Division is looking for a motivated candidate to assist with the implementation of these programs and other programs for which the Division is responsible. Previous knowledge of the technologies is not required. The project will provide an excellent opportunity to become familiar with renewable energy technologies and policy.

Description of Duties and Responsibilities:

The intern will be assigned specific tasks as assigned by the Renewables Division staff, which will include participating in meetings, reviewing materials and providing input, researching specific topics, and assisting with applications.

Preferred Knowledge and Skills:

- Good verbal and written communication skills
- Experience with MS excel
- Some knowledge of energy and climate issues
- Desire to work in a team atmosphere but ability to work independently

Hours per week: 20

EEA INTERNSHIP POSITIONS ARE UNPAID