## Position Description

### Position #: 02

**Title:** EEA Climate Team – Municipal Vulnerability Program  
**Location:** Boston, MA - Remotely  
**Duration:** September 20 – December 3, 2021

EEA INTERNSHIP POSITIONS ARE UNPAID

**Brief Description of Internship Position:**

The Municipal Vulnerability Preparedness (MVP) Program intern will work directly with the MVP Manager and other members of EEA’s Climate Team to support grant administration and other program needs.

**Description of Duties and Responsibilities:**

Grant program administration tasks including: crafting our quarterly newsletter for the program; assisting with the grant administration process; and developing content related to completed projects and resources for municipalities on resilientma.org.

**Preferred Knowledge and Skills:**

- Project management and teamwork skills—ability to take a project concept and seek out the answers and resources needed to run with it (with guidance and support!).
- Interest in climate change adaptation and resilience
- Interest in the role of government to lead, innovate, and support around climate adaptation and resilience action
- Skills in website management and/or web-based collaborative platforms like SharePoint—or a willingness to learn.
- Strong writing skills
- Attention to detail

**Hours per week:** 10-37.5