

## Position Description

<b>Position #: 02</b>
<b>Title: EEA Climate Team – Municipal Vulnerability Program</b>
<b>Location: Boston, MA - Remotely</b>
<b>Duration: September 20 – December 3, 2021</b>

### **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