

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

**#1 - EEA Cybersecurity Internship**

**Location: 100 Cambridge Street, Boston - Remote**

Brief Description of Internship Position:

The EEA IT Cybersecurity intern will work directly with EEA's Director of Information Security and Compliance to identify security vulnerabilities, produce security policies, and advise and educate users on how to protect themselves.

Description of Duties and Responsibilities:

1. Devise communications materials to educate EEA users on new and emerging cyber threats;
2. Research cyber trends that might impact EEA and offer recommendations on new policies and processes to address these;
3. Ensure that appropriate access controls are in-place for EEA's information systems;
4. Reconcile information contained within EEA IT systems matches information within EEA HR systems and, ensuring only authorized users have access to EEA systems and services.

Preferred Knowledge and Skills:

1. Able to write and communicate complex information clearly;
2. Enthusiastic about technology;
3. A quick learner – they will either have some hands-on experience with languages such as Powershell, or be willing to learn.

Hours per week:

15 – 20 hours a week – work pattern negotiable

Other relevant information:

The successful candidate will gain practical experience of cybersecurity. They will be keen to learn about cybersecurity, and they will be proactive, motivated, and ready to work in a fast paced and dynamic environment. The role will suit anyone thinking about pursuing a career in cybersecurity, public-sector policy or strategy, or public-sector management consulting.

**EEA Internships are unpaid**