

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

**#3 – EEA Environmental Justice Program**

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

Brief Description of Internship Position:

Environmental Justice (EJ) is the equal protection and meaningful involvement of all people with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies and the equitable distribution of environmental benefits. The Environmental Justice program at the Executive Office of Energy and Environmental Affairs works to ensure that EEA agencies adhere to those principles through implementing the Environmental Justice Policy of 2017, in addition to Massachusetts Executive Order 552 and federal civil rights guidelines.

The Environmental Justice (EJ) Intern will be responsible for collaborating with the EJ Director and Deputy Director on implementing the Environmental Justice Policy. The EJ intern will attend meetings, assist in administrative duties, and work on additional projects as assigned by the Director and Deputy Director.

Description of Duties and Responsibilities:

1. The EJ Intern will take the lead on developing and maintaining the EJ Contact List, which will require outreach to non-profits and non-governmental organizations for this purpose.
2. Attend Secretariat-wide policy meetings with the EJ Director and Deputy EJ Director, as well as staff that focuses on EJ issues within the entire Secretariat (10 environmental and energy agencies, internal offices, the Massachusetts Water Resource Authority) and assist with meeting minutes and notetaking.
3. Perform administrative tasks, such as communications with the EJ Task Force and agency staff and memorandums on various topics
4. Assist the EJ Deputy Director in launching an online social media presence for EEA's EJ program, including Twitter, Instagram, Facebook, and the EJ website
5. Assist in the collection of demographic information from MA localities

Preferred Knowledge and Skills:

1. Proficiency in a 2<sup>nd</sup> language preferred but not required
2. Experience and knowledge of Environmental Justice and EJ work
3. Proficient in Excel, Word, and PowerPoint
4. Strong writing, communication, and analytical skills
5. Comfort with Twitter, Instagram, and Facebook

Other relevant information:

This position is for someone who would be interested to be part of a creative effort to expand EEA's EJ program in new and exciting ways. An applicant would find this to be a worthwhile experience if they are enthusiastic and committed to the cause of promoting Environmental Justice in Massachusetts.

Hours per week: 15-37.5 hours

**EEA INTERNSHIP POSITIONS ARE UNPAID**