

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

#2 – EEA Project Management/IT Modern Workplace Program

Location: 100 Cambridge Street, Boston - Remotely

Brief Description of Internship Position:

The EEA IT Modern Workplace intern will work with the IT Field & Engineering team, along with the IT Project Management Office to support the goals of the Commonwealth's Modern Workplace Program.

The Modern Workplace Program is a cross-secretariat initiative, which aims to enable new remote work options for agency employees, increase collaboration and efficiency, and further strengthen the Commonwealth's cybersecurity posture.

Description of Duties and Responsibilities:

1. Assist agency users to set up their assets/tools and help them learn more about their new assets and virtual tools;
2. Assist with the deployment of new IT tools and hardware to EEA users
3. Work with project managers to ensure that accurate program reporting is gathered, captured, and tracked;
4. Assist with tracking/data analysis;
5. Recommend process improvements to the EEA IT Modern Workplace program processes.

Preferred Knowledge and Skills:

1. Ability to write and communicate complex information clearly;
2. Enthusiastic about technology;
3. A quick learner – they will either have some hands-on experience with Microsoft products 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 working with government agencies and working on a program team for a complex, IT-wide program. This role will involve work with a variety of agencies and will learn about the different functions and services of a Secretariat-level IT organization. Intern candidates should have an interest in technology, working with people, and project coordination. The intern should be proactive, motivated, and ready to work in a dynamic environment. The role will be a great fit for any prospective intern thinking about pursuing a career in information technology, project management, or public-sector management consulting.

EEA INTERNSHIP POSITIONS ARE UNPAID