

Position Description

Position #: 05
Title: Language Access Internship – EEA Diversity Office
Location/Address: Boston, MA - Remotely
Duration: September 20 – December 3, 2021

EEA INTERNSHIP POSITIONS ARE UNPAID

Description of Duties and Responsibilities:

Administrative Support / Language Access Interns will proactively assist in office management and organizational administrative procedures. Candidate must be organized and have a passion for language access.

Preferred Knowledge and Skills:

- Excellent communication and interpersonal skills
- Excellent writing skills
- Excellent customer service and professionalism
- Attention to detail
- Ability to multi-task and meet deadlines
- Ability to speak multiple languages fluently preferred

Hours per week:

Eight (8) to ten (10) hours per week.

Other relevant information:

- Graduate level student