



Unpaid Internship Position Description

Position Title: MEP Intern
Agency: Executive Office of Energy and Environmental Affairs
Department: Massachusetts Environmental Police (MEP)
Location: Buzzards Bay, MA
Duration: 09/15/2025 – 12/05/2025

Brief Description of Internship Position:

Assist the Massachusetts Environmental Police Boat & Recreation Vehicle Safety Bureau Accident Database Specialist with organization, compilation and consolidation of historical accident reporting statistics and document files. Assist, Unit Supervisor with processing of critical data as required / necessary.

Description of Duties and Responsibilities:

- Compile and consolidate historical accident reporting statistics and document files, to include creating historical digital records and searchable databases.
- Photograph evidentiary materials for recording of final processing.
- Interact with the public to inform them of the latest boat safety laws and regulations.
- Other duties as required.

Preferred Knowledge and Skills:

- Knowledge and proficiency with Microsoft Office Suite.
- Ability to utilize office equipment (Printer/copier, scanner, etc.).
- Ability to create electronic files, ability to organize data.

Hours per week:

20 hours