

**Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Internship Position Description Form**

Date: 8/9/2018
Program Name: Massachusetts Office of Technical Assistance – Online Content Intern
Location/Address: 100 Cambridge St., Suite 900 Boston MA 02114

EEA INTERNSHIP POSITIONS ARE UNPAID

Brief Description of Intern Position:

The Massachusetts Office of Technical Assistance (OTA) provides free and confidential technical assistance to facilities to help them reduce their use of toxic or hazardous chemicals, and reduce their consumption of energy, water, and other resources.

The Online Content Intern will assist OTA with making improvements to the OTA and Toxics Use Reduction (TURA) Program portions of mass.gov; transferring some already existing content to newly available content types and incorporating new functions into already existing pages.

The intern will gain experience working on the back end of a Drupal-based site. Candidates do not need to have previous content management experience or web development experience.

Description of Internship Duties:

- Transferring already existing published content to new content types in the mass.gov Drupal content management system
- Requesting and incorporating feedback to the items in draft
- Learning the intended use for the mass.gov content types and making suggestions for matching OTA and TURA program content to the appropriate content types

Knowledge and Skills required:

- Attention to detail
- Willingness to learn and operate within a content management system
- Respect for content management system security procedures
- Ability to follow direction and work collaboratively
- Willingness to seek out and incorporate feedback
- Previous experience with website editing platforms a plus but not required

Hours per week:

Part-time, negotiable / Work must be done on-site at 100 Cambridge Street, Suite 900, Boston.

Other relevant information:

It is unpaid and housing and transportation are the responsibility of the intern. Current undergraduate, graduate, or recently graduated students are encouraged to apply.

To apply for this position visit EEA's Website: <https://www.mass.gov/how-to/how-to-apply-for-an-internship-at-the-executive-office-of-energy-and-environmental-affairs>