



## **BOSTON REDEVELOPMENT AUTHORITY**

### **TITLE: INTERN PROJECT ASSISTANT, ECO INDUSTRIAL ZONES (UNPAID) GREENTECH INITIATIVE**

*The BRA's Economic Initiatives team implements and manages key economic sector projects to promote a strong economy in Boston . These initiatives attract, retain and grow retail, industrial, commercial, cleantech, life sciences and creative sector businesses, promote environmentally sustainable growth and develop a trained workforce to ensure continued growth. We accomplish this by working in partnership with neighborhood residents, business owners, community-based organizations, and developers. The initiative managers each act as a City of Boston point-of-contact, provide financial and/or site location assistance, promote the City of Boston through sector outreach, and help develop the workforce . The goal of Economic Initiatives is to assist the Economic Development Division in providing a clear and integrated approach to economic investment that addresses the current and future needs of the city.*

**SUMMARY:** Under the supervision of the Greentech Business Manager, ECD/Economic Initiatives, the Intern Project Assistant will work with a consulting team and Manager to help implement a series of programmatic sustainability goals related to energy efficiency, renewable energy, waste management, transportation, and other concerns in an existing industrial area in Boston. The program, *Creating Eco-Industrial Zones in Existing Urban Industrial Areas*, is funded by a US Environmental Protection Agency (EPA) grant.

#### **Intern Project Assistant tasks may include:**

- State, federal, and utility supported energy efficiency incentive program research
- Providing sustainability technical assistance to participating businesses
- Communicating with participating businesses
- Tracking business participation in various program goals
- Drafting updates for project blog
- Event planning and coordination

**QUALIFICATIONS:** Candidates *must be enrolled* in an undergraduate or graduate degree program, with coursework in sustainable business management/energy policy/environment or related field. Must have a demonstrated interest in economic development issues, and have exceptional communication, organizational and research skills. Must have knowledge of and experience with MS Office. Familiarity with social media is a plus.

#### **FALL SEMESTER**

*Flexible start and end dates; schedules open to discussion based on student and employer needs.*

#### **ALL INTERNS MUST BE CURRENTLY ENROLLED STUDENTS**

*\*Students must be able to supply a transcript (proof of current enrollment).*

#### **Submit resume/cover letter to:**

**BOSTON REDEVELOPMENT AUTHORITY, HR**

43 Hawkins Street

Boston, MA 02114

E- Mail: [Hr.bra@cityofboston.gov](mailto:Hr.bra@cityofboston.gov)