



An Official website of the Commonwealth of Massachusetts

MassCareers Job Opportunities

ALERT

Effective May 11, 2023, Executive Order #595 requiring Executive Department employees to verify COVID-19 vaccination has been rescinded. Positions posted on this site prior to the date of rescission may continue to contain outdated references to Executive Order #595, please disregard these references following May 11.

Due to Federal and State regulations, positions in certain health care and human services settings may continue to require COVID-19 vaccination or approval for an exemption, as a condition of employment. Finalists for these positions will be provided details about the verification or exemption process. Candidates with questions on vaccination requirements should contact the diversity officer listed on the posting for additional information.

Job Description

Summer 2024 EOED Internship - (240000RC) Description

The internship program will run from approximately June 3, 2023, through August 2024. Interviews will be held both in-person and virtually. Salary is compensable with work experience and education level. The hourly rate will range from \$18 - \$21/hour.

Who we are: The Executive Office of Economic Development prioritizes economic opportunity for residents, collaborative leadership in communities, and an environment that supports job creation and business growth.

Program Overview:

The Executive Office of Economic Development (EOED) is offering an exciting professional work experience for enthusiastic and motivated undergraduate and graduate students who are Massachusetts residents or enrolled in an institution of higher learning in Massachusetts. This program will give students from diverse backgrounds an opportunity to gain valuable real-world experience in public service and gain additional skills in a medium that will help build lifelong attributes.

Teamwork, organizational capabilities, problem-solving, and accountability are among the skillsets you will learn as part of a robust economy-based environment. As an EOED Intern, you will be at the forefront of an energetic, fast-paced, and ever-changing governmental atmosphere.

The ideal candidate would be an individual who is passionate about public service, eager to learn and build experience in a professional setting. We are looking forward to meeting anyone who is prompt, professional, and ready to learn new things as they pertain to public service. You must be ready and willing to commit 4-5 days a week for your duration, or as needed by your manager.

The paid internship program will be a hybrid experience within EOED's administrative offices like: Human Resources, Finance, Legal, IT, Customer Service, Insurance and Communications as well as below agencies/divisions:

- [Massachusetts Office of Business Development](#)
- [Massachusetts Office of International Trade and Investment](#)
- [Office of Travel and Tourism](#)
- [Office of Consumer Affairs and Business Regulation](#)
- [Department of Telecommunications and Cable](#)
- [Division of Insurance](#)
- [Division of Banks](#)
- [Division of Occupational Licensure](#)
- [Division of Standards](#)

As an intern within our Secretariat, you will be provided with a wide array of responsibilities in areas included, but not limited to:

Intern duties and responsibilities

You Will Have the Opportunity To:

- Gain hands-on experience at the Executive Office of Economic Development
- Participate in our intern orientation, technical training and development program designed to provide the tools needed to contribute to client/public engagements.
- Experience on-the-job training through real work engagements, showcasing how your academic experience translates to the professional environment.
- Learn directly from experienced associates, seniors, managers and partners with specialized experience and technical knowledge across numerous industries and services.
- Build friendships and strong work relationships while gaining valuable experience.
- Demonstrate your performance and ability to join a government agency.

Skills & Expertise

- Excellent collaboration and team building skills.
- Demonstrated written communication skills.
- Strong verbal communication and listening skills.
- Demonstrated analytical skills.
- Demonstrated problem solving skills.
- Demonstrated time management and priority setting skills.
- Excellent organizational skills.
- Ability to maintain a high degree of professionalism.
- Proficiency in Microsoft Office Suite.
- Must have legal work authorization in the U.S.

Additional Information:

For additional information regarding the Executive Office of Economic Development (EOED), please visit our website at [Executive Office of Economic Development | Mass.gov](https://www.mass.gov/info-details/executive-office-of-economic-development)

Qualifications

Must be currently enrolled in an associate's, bachelor's, or a higher degree program.

Successful Interns will be placed in the department as per their background, interest, and business needs.

Comprehensive Benefits

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](#)

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Contracted Student Interns

Primary Location United States-Massachusetts-Boston-1 Ashburton Place

Job Administrative Services

Agency Exec Office of Economic Development

Schedule Full-time

Shift Day

Posting Date Jan 22, 2024

Salary 18.00 - 21.00 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Itixa Goyal / Tiana Rossi - 6177883610

Bargaining Unit: Non

Potentially Eligible for a Hybrid Work Schedule: Yes

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