

NEW MASSCEC INTERNSHIP PORTAL

Employer Training & Platform Walkthrough

July 28th 2026

QUESTIONS?

Reach out to internships@masscec.com

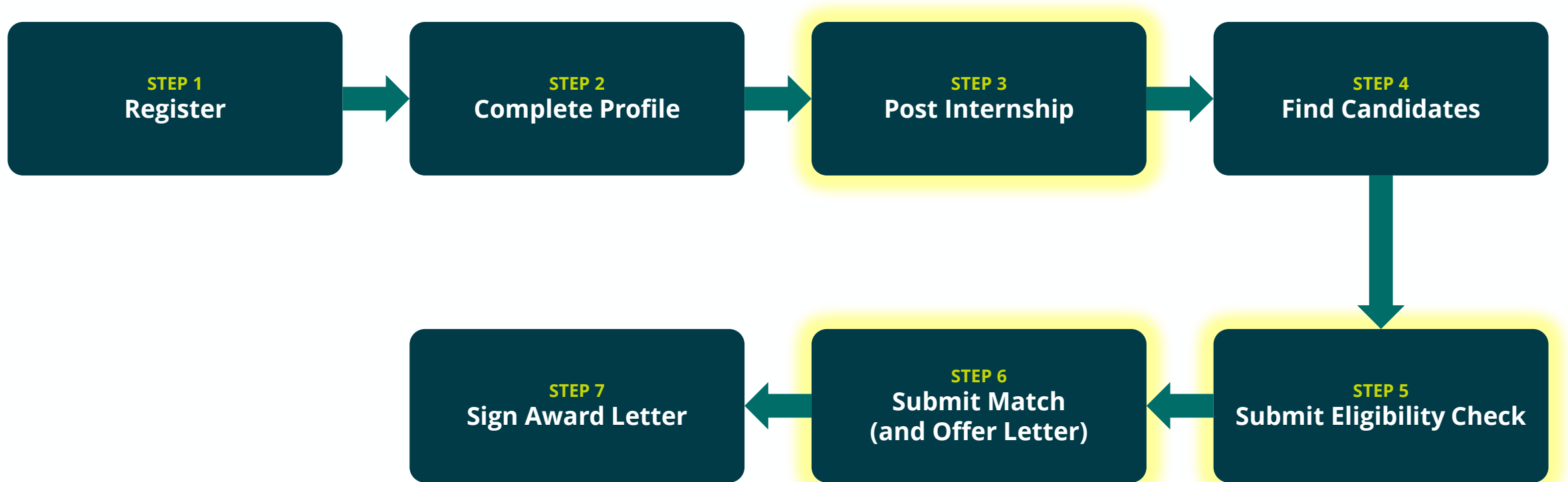
This session will be
recorded and posted on
our website

WELCOME

- ❖ Creating an employer account
- ❖ Managing your organization profile
- ❖ Posting internship opportunities
- ❖ Finding and evaluating candidates
- ❖ Requesting eligibility checks
- ❖ Submitting internship matches

EMPLOYER WORKFLOW

EMPLOYER JOURNEY



REGISTRATION

ACCESSING THE PORTAL

Employer account creation and login

The screenshot shows the homepage of the MASS CLEAN ENERGY CENTER. The header includes the logo, navigation links for 'Home' and 'Open RFPs', and buttons for 'Login' and 'Register'. A dropdown menu is open next to the 'Register' button, showing options: 'As Grantee', 'As Employer', and 'As Individual'. A red arrow points from the 'As Employer' option to the 'Register' button. Another red arrow points from the 'As Employer' option to the 'I'm an Employer' registration box. A third red arrow points from the 'As Employer' option to the 'I'm an Employer' registration box. The main content area features a large white box with the heading 'Welcome to Massachusetts' Hub for Clean Energy Workforce Programs'. Below this heading is a paragraph describing the Clean Energy Internship Program. Below the paragraph are two numbered steps: '1. Are you looking for a clean energy internship? Click [here](#) to register' and '2. Are you a clean energy employer looking to hire interns? Click [here](#) to register'. A red arrow points from the second step to the 'I'm an Employer' registration box. Below the main content area are three registration boxes: 'I'm an Employer', 'I'm a Grant Applicant', and 'I'm an Individual'. Each box contains a brief description of the registration process. The background of the website features a photograph of solar panels being installed on a roof.

MASS CLEAN ENERGY CENTER

Home Open RFPs

Login Register

As Grantee
As Employer
As Individual

Welcome to Massachusetts' Hub for Clean Energy Workforce Programs

Individuals currently enrolled in college, vocational-technical high schools, or training/certification programs, as well as recent graduates, can participate in MassCEC's award-winning **Clean Energy Internship Program**. Paid internships at clean energy companies are offered year-round and are the quickest and easiest method to get your foot in the door of this rapidly-growing industry. Register to View Internship Postings.

1. Are you looking for a clean energy internship? Click [here](#) to register
2. Are you a clean energy employer looking to hire interns? Click [here](#) to register

A Platform Designed for You

Built with usability, accessibility, and transparency in mind, the MassCEC Workforce Development Platform brings together tools and resources to help you participate in and benefit from clean energy workforce opportunities. Whether you're applying for funding, managing a grant, or seeking hands-on experience, everything you need is here.

I'm an
Employer

Register on behalf of your company to join MassCEC's Clean Energy Internship Program. You'll gain access to industry data, labor market information and applicants for your business, and you can post internship openings to hire clean energy interns.

I'm a
Grant Applicant

Register as an Applicant for MassCEC grants that empower organizations to deliver training, outreach, and capacity-building programs in clean-energy and climate-critical fields. Gain access to RFPs and resources that help you create real impact

I'm an
Individual

Register here to join MassCEC's Clean Energy Internship Program. Students, vocational-technical high schoolers, training-program participants and recent graduates can view and apply to paid internships at clean energy companies across Massachusetts.

MASS CLEAN ENERGY CENTER

CREATE YOUR EMPLOYER ACCOUNT

Home

Open RFPs

1

2

3

Basic Information

Primary Location

Primary Contact Information

Login Information

First Name *

Enter

Middle Name

Enter

Last Name *

Enter

Email *

name@example.com

Employer Identification

Company Name as it appears on your W9 *

Enter

DBA *

Enter

Enter FEIN ID

Enter

Confirm FEIN ID

Enter

Company Profile

Company Logo

File Name	Size
-----------	------

Home

Cancel

✓

✓

3

Basic Information

Primary Location

Primary Contact Information

Primary Contact Information

Job Title *

Enter

First Name *

Enter

Middle Name

Enter

Last Name *

Enter

Phone Number *

Enter

Work Phone Number

Enter

Ext

Enter

Alternative Phone Number

Enter

Ext

Enter

Email Address *

Enter

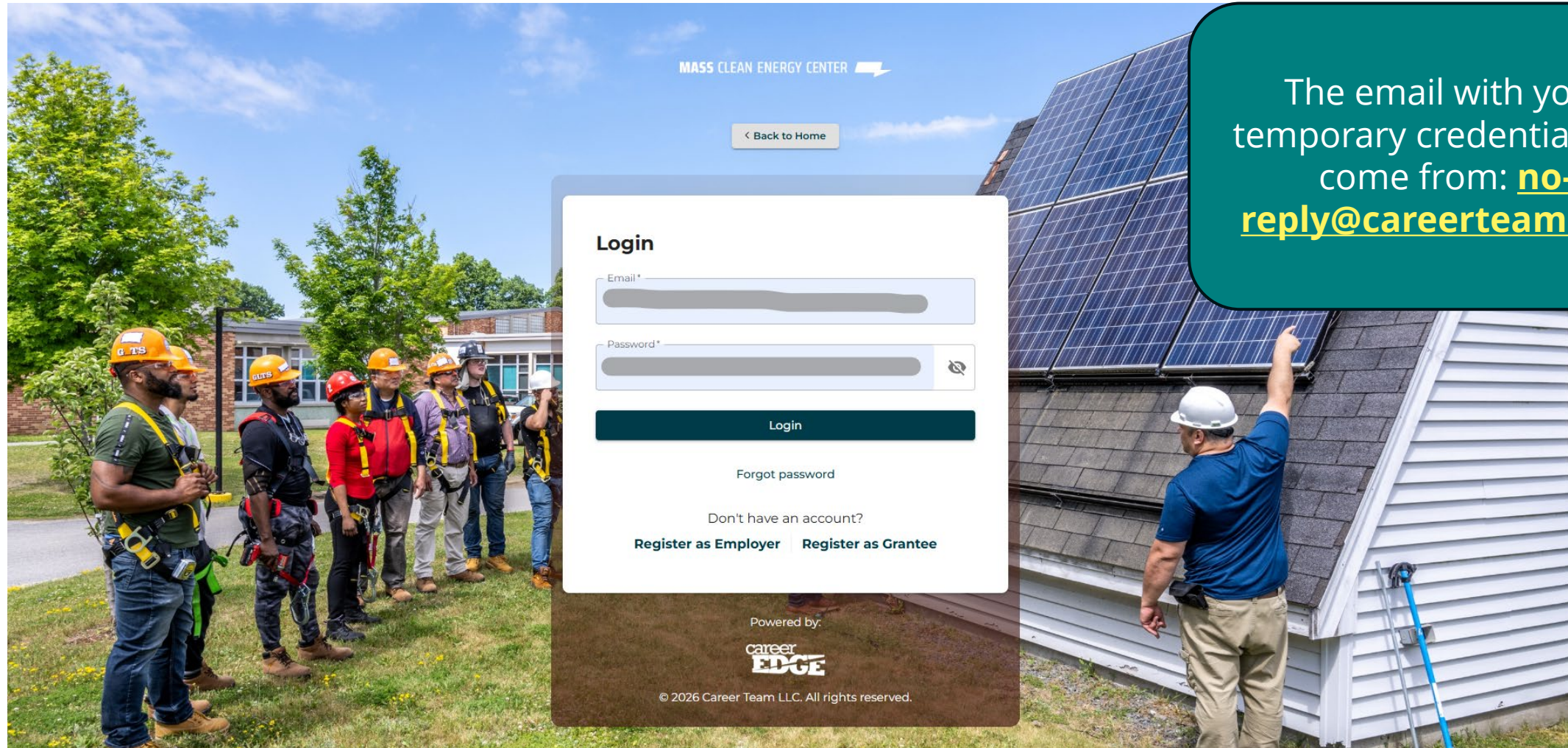
Finance Contact Name *

Enter

Finance Email Address *

Enter

LOGGING IN



The email with your temporary credentials will come from: **no-reply@careerteam.com**

MANAGE YOUR ORGANIZATION PROFILE

UPDATE YOUR ORGANIZATION PROFILE

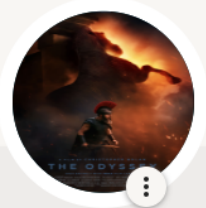
MASS CLEAN ENERGY CENTER

HomeCandidatesManage Internships

?

🔔

OI



Odyssey Ventures

kanagnostopoulou+Oemployer@masscec.com

Status: **Active**

📠 XXX-XX--XX-

📞 617-111-1111

📍 250 State Street, Boston, Massachusetts, 02138

Edit Profile

Change Password

Basic Information

Contact Information

Locations

Staff Members

Communications

👁

Employer Identification

Company Name

Odyssey Ventures

DBA

N/A

Type of Identification

Federal Employer Identification Number

✎

^

Company Profile

Company Profile Description

We return people home

Benefits Offered

No benefits provided

You have a written affirmative action plan

Not Selected

Number of MA Employees

12

Registered in MA

Yes

Clean Energy Sector

Offshore Wind

Company Information

✎

^

MASS CLEAN ENERGY CENTER

KEY PROFILE INFORMATION

Basic InformationContact InformationLocationsStaff MembersCommunications

Worksites

+ Add Worksite

Boston (Primary)

Address line 1

250 State Street

Address line 2

-

City

Boston

State

Massachusetts

Region

Greater Boston

Zip Code

02138

Ithaca

Address line 1

210 State Street

Address line 2

City

Boston

State

Massachusetts

Region

Greater Boston

Zip Code

02138

Troy

Basic InformationContact InformationLocationsStaff MembersCommunications

Staff Members

+ Staff Member

First Name	Last Name	Job Title	Contact Email	Contact No	Locations	Status
Athena	Pallas	Legal Counsel	kanagnostopoulou+lc@massce...	617-777-7777	Primary Location,Ithaca,Troy	Active

Rows per page: 101-1 of 1

PROFILE BEST PRACTICES

Complete

Fill out every section. Try not to leave any sections blank.

Accurate

Double-check details before submitting them.

Detailed

Add specifics that help us understand your organization.

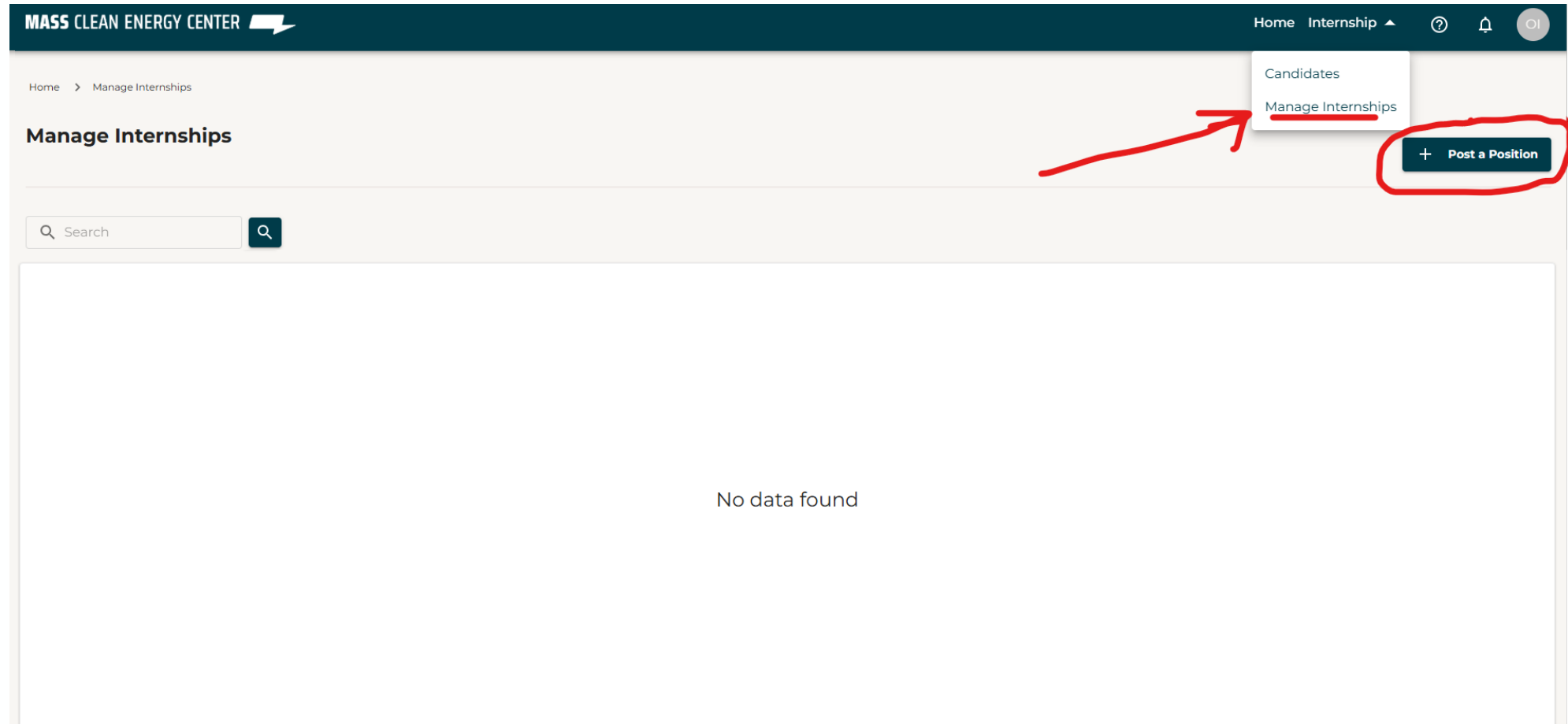
Updated

Refresh your profile regularly to stay current. Special emphasis on address and contact email.

POSTING INTERNSHIP OPPORTUNITIES

POSTING INTERNSHIP OPPORTUNITIES

Create positions and attract candidates



CREATE A NEW POSITION

Fill out the Post a Position Form

GY CENTER 

HomeCandidatesManage Internships

1

2

3

4

Internship DetailsContact InformationAdditional InformationHow to Apply

Internship Details

Session*

▼

Internship Title *

Enter

Description *

B *I* **:** **:=** **↶** **↷**

Location / worksite for this internship*

Select

▼

List the benefits connected to this role, if applicable.

Enter

Internship Location - Format*

Select

▼

Is this internship part-time or full-time? *

☐ Part Time

☐ Full Time

SUBMIT POSITION FOR MASSCEC REVIEW

MASS CLEAN ENERGY CENTER

HomeCandidatesManage Internships

Home > Manage Internships

Manage Internships

Post a Position

Search

Internship ID	Internship Title	Program Description	Type	Company Name	Location	Number of Positions	Views	Interested Candidates?	Hires	Status	
5297539	Strategy intern	Help strategize the journey home. The Odyssey, attributed to Homer, is an ancient Greek epic that follows the hero Odysseus as he struggles to return home to Ithaca after the Trojan War. The story begins ten years after the war's end, with Odysseus still missing and believed dead by many. In Ithaca, his wife Penelope is harassed by numerous suitors who seek to marry her and take control of the kingdom, while their son Telemachus searches for news of his father	In Person	Odyssey Ventures	Ithaca	1	0	Under review Your internship posting submission has been received and is under review.		In Review	

Rows per page: 101-1 of 1

[EXTERNAL] Your Position is Now Live

MASS CLEAN ENERGY CENTER

Hi Odysseus Ithakis,

Thank you for submitting an internship posting for our internship program.

I am reaching out to let you know that one of your positions: **Strategy intern** has been approved and is now live. When candidates have marked your position as applied you can submit them for an eligibility check by clicking 'Submit eligibility check' next to their name through the candidates tab or through your job posting. Further, you can mark candidates as applied for your position given they have completed an intake form for the relevant session. If you do so you can also submit them for an eligibility check.

Best,

The Workforce Development Team

MANAGE POSITIONS

MASS CLEAN ENERGY CENTER

HomeCandidatesManage Internships

KA

Home > Manage Internships

Manage Internships

+ Post a Position

Search

Internship ID	Internship Title	Program Description	Type	Location	Views	Interested Candidates?	Hires	Status	
5352801	Marketing intern	tik tok videos	Hybrid	MassCEC HQ	0	0	0	In Review	
5352800	Marketing intern	tik tok videos	Hybrid	MassCEC HQ	0	0	0	Approved	
5352747	Strategy intern	test	In Person	Cambridge	0	0	0	Rejected	

Rows per page: 10

View

Edit

Clone Internship

Delete

Unpublish

OPEN POSITION DASHBOARD

Strategy intern In-Review

Odyssey Ventures

Edit Internship

More Actions

Location: Boston, Massachusetts | Type: fullTime | Posted: 4 days ago | Hourly Wage: \$40.00- \$40.00 | Cohort: Fall Session KA test

Overview Applicants Placements

0

Views

0

Applicants

0

Placements

Internship Description

Help strategize the journey home. *The Odyssey*, attributed to Homer, is an ancient Greek epic that follows the hero Odysseus as he struggles to return home to Ithaca after the Trojan War. The story begins ten years after the war's end, with Odysseus still missing and believed dead by many. In Ithaca, his wife Penelope is harassed by numerous suitors who seek to marry her and take control of the kingdom, while their son Telemachus searches for news of his father

Admin Details

Internship ID: 5297540

Created By: Employer

Number of Positions: 1

Visibility: Public

Date Created: Jul 23, 2026

Live From: Jul 22, 2026

Expires On: -

Skills

Conflict Resolution & Negotiation, Adaptability & Flexibility

Compensation Information

Hourly Pay:
\$40.00

Pay Schedule:
Weekly

Other Details

Benefits:
Adventure

Internship Location - Format:
In-Person

Eligible Applicants:
College Students

Clean Energy Sector:
Land-based wind

Internship Category:
Project Management

Primary Activity:
Legal/Finance/Professional
Services

How to Apply

Submit Resume to:
example123@odyssey.com

Phone Number:
6171111111

Company Website:
<https://en.wikipedia.org/wiki/Odyssey>

SEARCH & CONNECT WITH CANDIDATES

SEARCH CANDIDATES

Candidate Search Page & Search Filters

MASS CLEAN ENERGY CENTER

Home Internship

?

🔔

OI

CANDIDATE SEARCH

Name

Keywords

City

Skills

Search Candidates

Filters

Education Level

All Candidates

Recently Viewed

Saved

Contacted

SB

Sophia Marie Bennett

📍 Location: Winchester, Virginia

🎓 Type: Master's Degree

🔖 Save

📞 Contact

📄 View Resume

✅ Mark as Applied

Profile Updated on 07/27/2026

Resume Uploaded on 07/27/2026

Match Submitted On -

Profile Updated On 07/27/2026

Profile Uploaded On -

PP

Peter Parker

📍 Location: Cambridge, Massachusetts

🎓 Type: 3 Years of College or a Technical or Vocational School

🔖 Save

📞 Contact

📄 View Resume

✅ Mark as Applied

MASS CLEAN ENERGY CENTER

SAVE & CONTACT CANDIDATES

MASS CLEAN ENERGY CENTER

HomeCandidatesManage Internships

CANDIDATE SEARCH

Name

Keywords

City

Skills

Filters

Education Level

PW

Penelope Weaver

Location: Falmouth, Massachusetts

Type:

Viewed 07/22/2026

Contact

Subject

Intern position outreach

Message

Hello Penelope, we think you would be a great candidate for our Strategy Intern position.
Please reach us at intern@odyssey.com

CancelSend message

Saved

Contact

View Resume

Mark as Applied

Profile Updated on 07/22/2026

Resume Uploaded on 07/22/2026

Match Submitted On -

Profile Updated On 07/22/2026

Profile Uploaded On -

ELIGIBILITY REVIEW PROCESS

MARK CANDIDATES AS APPLIED

MASS CLEAN ENERGY CENTER

Home

Candidates

Manage Internships

CANDIDATE SEARCH

Name

Keywords

City

Skills

Search Candidates

Filters

Education Level

Mark Penelope Weaver as Applied

Select which job postings this candidate has applied to

Job Postings

Strategy intern

Confirming will add **Penelope Weaver** as an applicant to **Strategy intern**, with today's date recorded as the application date. They will then appear in that posting's Internship Applicants list.

Cancel

Confirm — Intern Applied

PW

Penelope Weaver

Location: Falmouth, Massachusetts

Type:

Viewed 07/22/2026

Julianne TestIntern

Location: Golden, Colorado

Type:

Save

Contacted

View Resume

Mark as Applied

Profile Updated on 07/22/2026

Resume Uploaded on 07/22/2026

Match Submitted On -

Profile Updated On 07/22/2026

Profile Uploaded On -

7/28/2026

MASS CLEAN ENERGY CENTER

26

IF A CANDIDATE APPLIES TO YOUR POSITION

The screenshot displays the MASS CLEAN ENERGY CENTER employer dashboard. The top navigation bar includes links for Home, Candidates, and Manage Internships. A user profile icon (KA) is in the top right. The left sidebar shows the employer's profile for 'Korina's Company', including contact information, status (Active), and verification details. The main content area has tabs for Basic Information, Contact Information, Locations, Staff Members, and Communications. A 'Notifications' dropdown is open in the top right, showing a notification for 'Internship Applied By Intern' received 6 minutes ago. A modal window is also open, titled 'Internship Applied By Intern', dated 07/07/2026, 05:35 PM. The modal text states: 'An intern has applied for the internship: **Marketing intern** (Job ID: 5352800). Please find the attached resume below.' The background content shows the 'Employer Identification' section with fields for Company Name (Korina's Company) and DBA (N/A), and the 'Company Information' section with fields for Number of Employees (5-9) and willingness to hire remotely located candidates (No).

MASS CLEAN ENERGY CENTER

Home Candidates Manage Internships

Notifications Mark all as read

Internship Applied By Intern
6 minutes ago

Employer Identification

Company Name DBA
Korina's Company N/A

Company Information

Number of Employees Would you be willing to hire remotely located candidates
5-9 No

Internship Applied By Intern
07/07/2026, 05:35 PM

An intern has applied for the internship: **Marketing intern** (Job ID: 5352800).
Please find the attached resume below.

Korina's Company
kanagnostopoulou+employer2@masscec.com

Status: **Active**

250 State Street, ap 56, Cambridge, Massachusetts, 06473

Verified By: **Korina Anagnostopoulou**
Verified On: **05/21/2026, 03:36:57 PM**

Edit Profile Change Password

GO TO POSITION DASHBOARD

Home > Manage Internship > Strategy intern

Strategy intern Active

Odyssey Ventures

Edit Internship

More Actions

📍 Location: Boston, Massachusetts | 🗂️ Type: fullTime | 📅 Posted: 4 days ago | 💰 Hourly Wage: \$40.00- \$40.00 | 👤 Cohort: Fall Session KA test

Overview

Applicants (1)

Placements (1)

1

Views

1

Applicants

0

Placements

Internship Description

Help strategize the journey home. *The Odyssey*, attributed to Homer, is an ancient Greek epic that follows the hero Odysseus as he struggles to return home to Ithaca after the Trojan War. The story begins ten years after the war's end, with Odysseus still missing and believed dead by many. In Ithaca, his wife Penelope is harassed by numerous suitors who seek to marry her and take control of the kingdom, while their son Telemachus searches for news of his father

Admin Details

Internship ID: 5297539

Created By: Employer

Number of Positions: 1

Visibility: Public

VIEW APPLICANTS

Home > Manage Internship > Strategy intern

Strategy intern Active
Odyssey Ventures

Edit Internship

More Actions

📍 Location: Boston, Massachusetts | 🏢 Type: fullTime | 📅 Posted: Today | 💰 Hourly Wage: \$40.00- \$40.00 | 👥 Cohort: Fall Session KA test

< Back to details

Internship Applicants (1) Shortlisted Applicants (0)

Filter



Penelope Weaver

📍 Location: Falmouth Massachusetts 📧 Type: - ⌚ Date Applied: 07/22/2026

⌚ Request for Eligibility Review

🔖 Shortlist

📞 Contacted

📄 View Resume

➡ Submit a Match

Profile Updated on 07/22/2026
Resume Uploaded on 07/22/2026

Match Submitted On -
Profile Updated On 07/22/2026
Profile Uploaded On -

Rows per page: 5 1-1 of 1

SHORTLIST & SUBMIT ELIGIBILITY CHECK

Home > Manage Internship > Strategy intern

Strategy intern Active

Odyssey Ventures

Edit Internship

More Actions

Location: Boston, Massachusetts | Type: fullTime | Posted: Today | Hourly Wage: \$40.00- \$40.00 | Cohort: Fall Session KA test

< Back to details

Internship Applicants (1)

Shortlisted Applicants (0)

Filter

PW Penelope Weaver

Location: Falmouth Massachusetts | Type: - | Date Applied: 07/22/2026

Request for Eligibility Review Shortlist Contacted View Resume Submit a Match

Profile Updated on 07/22/2026
Resume Uploaded on 07/22/2026

Match Submitted On -
Profile Updated On 07/22/2026
Profile Uploaded On -

Rows per page: 5 1-1 of 1

ELIGIBILITY OUTCOME / NOTIFICATION

[EXTERNAL] Intern Eligibility Decision: Penelope Weaver is Eligible

MASS CLEAN ENERGY CENTER 

Hello Odysseus,

Penelope Weaver is eligible to participate with you for the **Spring 2027 session of the Clean Energy Internship Program** or as a **Construction, Installation, and Maintenance Participant**.

For funding to be reserved for your intern(s) for the session, please upload their signed offer letter to the portal OR email internships@masscec.com as soon as possible. We will not be able to reserve funding until we receive this fully signed document and any attachments.

The offer letter must include the date range of employment, the job title, the hourly pay rate, if pay will be weekly or bi-weekly, and be signed by the employer and the student. If any of these elements are missing, we will request that you update the letter and re-submit. Additionally, there should be no language that implies/states that the internship is contingent on MassCEC funding. No offer letter will be accepted that has this.

The offer letter deadline for the Clean Energy Internship Program is February 3, 2027.

We are accepting offer letters for Construction, Installation, and Maintenance placements on a rolling basis until funds are depleted.

Best,
The Workforce Development Team

SUBMIT A MATCH

MATCH SUBMISSION

MASS CLEAN ENERGY CENTER

Home

Candidates

Manage Internships

Home > Manage Internship > Strategy intern

Strategy intern

Active

Odyssey Ventures

Location: Boston, Massachusetts

Type: fullTime

Posted: Today

Back to details

Internship Applicants (1)

Shortlisted Applicants (1)

PW

Penelope Weaver

Eligible

Location: Falmouth Massachusetts

Type: -

Date Applied

Viewed 07/22/2026

Edit Internship

More Actions

Filter

Shortlisted

Contacted

View Resume

Submit a Match

Profile Updated on 07/22/2026

Resume Uploaded on 07/22/2026

Match Submitted On -

Profile Updated On 07/22/2026

Profile Uploaded On -

Status Last Updated On 07/22/2026, 08:24:19 PM

Rows per page: 5

1-1 of 1

Submit Match

Your offer letter should include: Start Date, End Date, Hourly Wage.

Intern Name

Penelope Weaver

Expected Start Date *

07-23-2026

Expected End Date *

07-29-2026

Hourly Wage *

40

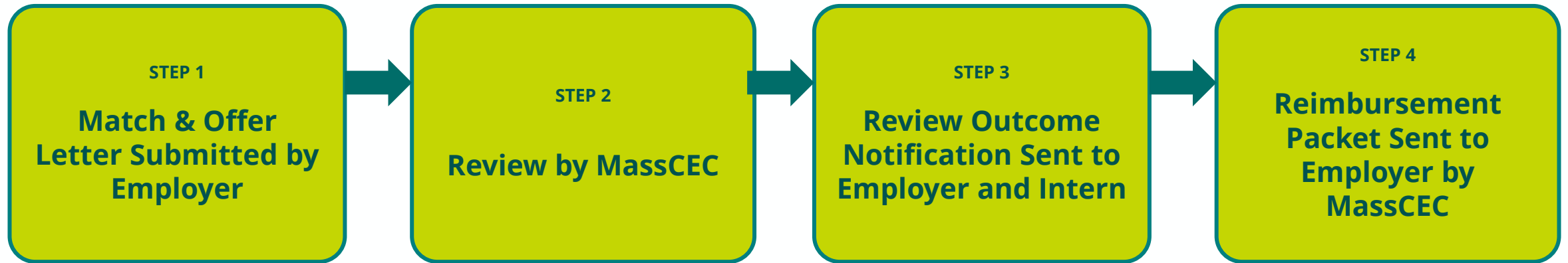
Upload Offer Letter *

File Name	Size	Type
x Signed Offer Letter.pdf	82.07 kB	PDF

Cancel

Submit

MATCH APPROVAL PROCESS



MATCH UPDATE NOTIFICATION

MASS CLEAN ENERGY CENTER 

Hello Norman,

Thank you for sending or submitting the signed offer letter for Penny Parker.

Your match is approved. We have reserved funding for you for the current session for Penny Parker.

If you have any questions, don't hesitate to reach out to us at internships@masscec.com. Thank you for participating in the internship program!

Best,

The Workforce Development Team

PLACEMENTS

MASS CLEAN ENERGY CENTER

HomeCandidatesManage Internships

Home > Manage Internship > Strategy intern

Strategy intern

Active

Odyssey Ventures

Edit Internship

More Actions

Location: Boston, Massachusetts

Type: fullTime

Posted: Today

Hourly Wage: \$40.00- \$40.00

Cohort: Fall Session KA test

OverviewApplicants (1)Placements (1)

Search by name, email, c

Status

Name	Email	Cohort	Start Date	End Date	Hourly Wage	Matched On	Status
Penelope Weaver		Fall Session KA test	07/23/2026	07/29/2026	\$40.00/hr	07/23/2026	Hired

MORE INFORMATION ON USING THE NEW PORTAL

Information for the new platform can be found here:

<https://www.masscec.com/program/clean-energy-internship-program-employers>

QUESTIONS?

MASS
CLEAN ENERGY CENTER



THANK YOU

Inquiries:

internships@masscec.com