

**JOB TITLE:** Policy Intern

**REPORTS TO:** Vice President, Policy

**LOCATION:** Negotiable

The Business Network for Offshore Wind (the Network) is leading the way in building the offshore wind industry in the United States. Bringing together top developers, global experts, and member businesses, the Network has become the leading convener and thought leader for the offshore wind community. The Network's events, programs, products, and services have become the essential industry resources needed to inspire, inform, and influence critical business decision-making and unprecedented networking and relationship/partnership opportunities across the offshore wind community.

**About the Position:**

Located in one of the Network's satellite offices or remote (as negotiated) the Network's policy internship gives upcoming or recent graduates immediate, hands-on experience in policy development in a cutting-edge industry. Under the mentorship of experienced Network staff, interns will gain valuable experience in federal and state energy policies, industry development research, and more.

The intern will gain experience on federal and state energy policies, understand the nuances of interagency collaboration, and gain knowledge on the latest trends and ideas, and sectors needed to grow this once in a generation industry. Ideal candidates will have excellent writing and editing skills and must have a keen interest in renewable energy.

**RESPONSIBILITIES:**

- Research and prepare communications/materials such as memos and reports for internal and external meetings, events, and activities
- Summarize and report on key government and industry meetings
- Support an industry database tracking offshore wind development
- Research and gather documentation on the Network's position in the energy industry

**Knowledge and Skills Required**

- BA in political science, public policy, economics or relevant experience
- Strong writer with knowledge of AP style
- Familiarity with regulatory/legal research
- Excellent organizational and communications skills, both written and oral. Must be knowledgeable in Microsoft Office and virtual meeting platforms.

The Business Network for Offshore Wind a nonprofit organization focused on the development of the U.S. offshore wind industry. As the leading voice for the offshore wind business community, we bring together developers, policymakers, academia, global experts, and leading businesses.