



**Position: Communications Associate**  
**Reports To: Vice President of Public Affairs**  
**Type: Exempt**  
**Location: Hybrid/MD**

#### **ORGANIZATION PROFILE**

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

#### **POSITION SUMMARY**

Reporting to the Vice President of Public Affairs, the Communications Associate will support the Business Network for Offshore Wind's communications efforts, including drafting copy for outreach, the Network website, events and education promotion, and podcast production. This role will focus on telling stories, sharing the Network's valuable work, and promoting the importance of offshore wind within the growing renewable energy sector.

The associate will keep abreast of new communications and marketing tools and platforms, identify the latest trends and ideas, and help create dynamic content that will help broaden awareness of the Network among members and the public. Ideal candidates will have excellent writing and editing skills and must have a keen interest in renewable energy.

#### **POSITION FUNCTIONS AND RESPONSIBILITIES**

- Content creation for webpages, press releases and advisories, newsletters, email promotions, and print materials to support Network events, products, and member/industry outreach
- Monitor social media platforms, such as LinkedIn, Twitter, Facebook, and Instagram. This includes breaking news, engaging with members, and monitoring industry news
- Works with the Communications team to develop and produce monthly podcast
- Point-person for the Network's media partnership fulfillment, including communicating with media partners on digital media, print advertisements, email deployment and more
- Responsible for regular posting and updates to the Network's website
- Coordinate with team to manage Network speaking engagement requests and preparation
- Other job-related duties as assigned by the immediate supervisor.

#### **EDUCATION AND EXPERIENCE**

- BA in Communications, English preferred
- 2 years equivalent work experience
- Strong writer with knowledge of AP Style



- Experience using WordPress, HeyOrca (or other social media management platform), Google Analytics, and Photoshop
- Knowledge of digital and social media platform(s) marketing
- Excellent organizational and communication skills, both written and oral
- Proficient in Microsoft Office.
- Familiarity with photography/videography and Adobe Suites, including Adobe Premiere Pro, preferred
- Ability to work effectively both as a team member and independently, with a high-level of self-motivation and ability to set and meet goals and deadlines.

### **How to apply**

Send the following to [jen@offshorewindus.org](mailto:jen@offshorewindus.org):

- 1) A cover letter with an emphasis on why you believe renewable energy is important
- 2) A resume
- 3) A professional writing sample

### **BENEFITS AND COMPENSATION:**

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short & Long Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

### **WORKING CONDITIONS**

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.