

JOB TITLE: Education & Outreach Intern

REPORTS TO: Northeast Director

The Business Network for Offshore Wind (the Network) is leading the way toward building an 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 (OSW) 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 OSW community.

Job Description:

The Network is seeking an intern to support the Network's Northeast Director. The Network's education internship gives college-aged, rising seniors or recent graduates, immediate, hands-on experience in a cutting-edge industry. Under the mentorship of experienced Network staff, interns will gain valuable experience in policy development and research, communications and marketing, events, administrative work, and membership services. The position is in Massachusetts with an intern working remotely as well as some regional travel for training and events.

Essential Responsibilities include:

- Manage and input information, data, and records into database
- Research and develop roster of diverse businesses in MA
- Track contacts in the offshore wind supply chain
- Outreach to OSW community
- Perform clerical duties as needed
- Collaborate and provide reporting to Northeast Director

To be successful in this role the qualified candidate will need:

- Strong interpersonal skills with the ability to build relationships with diverse stakeholders
- Able and willing to navigate daily priorities and activities
- High level written and verbal communication skills with ability to maintain accurate records and reports
- Effectively and efficiently support workflows, set and achieve weekly goals, and report weekly and monthly progress
- Intern candidates must be organized, coordinated, collaborative, and disciplined.
- Proficient in Microsoft Office 365, Adobe Acrobat, and virtual meeting platforms as well as the ability to learn new systems relevant to the Network

The Business Network for Offshore Wind a 501(c)(3) nonprofit organization focused on the development of the United States offshore wind industry.