

Job Title: Event Planning Intern
Location: Negotiable
Reports To: Director of Events

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 event planning internship gives upcoming or recent graduates the opportunity to plan internal and external events ranging from conferences, briefings, trainings, working groups, happy hours, and internal staff functions. The intern will support the events team to plan and manage event logistics for existing events as well as research and design event scope for future events.

Intern should be interested in non-profit development and/or event planning.

Responsibilities:

- Assist with the planning of internal and external events from the development stages through post event wrap up
- Provide support to the event team by creating and submitting request for proposals to venues and vendors
- Submit and review orders for food & beverage, audio visual, florists, decorators, and other event related items
- Support the marketing and design team by providing content for marketing emails, website creation and updates and onsite signage
- Manage 2-3 projects that support the event team

Knowledge and Skills Required

- BA in Hospitality Management, Communications, Business Administration, Marketing, or relevant experience
- Strong verbal and written communications skills
- Critical thinking and problem-solving skills
- Ability to take direction and absorb information quickly
- Must be knowledgeable in Microsoft Office

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.