

**Title/Role:** Digital Products Intern

**Reports To:** Aybala Sen /Manager of Data & Research

**Type:** Non-exempt

**Location/Base:** Remote

The Business Network for Offshore Wind's [The Network] Digital Products Intern gives upcoming or recent graduates immediate, hands-on experience in data and research for a cutting-edge industry. Under the mentorship of experienced Network staff, interns will gain valuable experience in research, digital tools, and data mining.

**About the Position:**

Located in one of the Networks offices or remote, the intern reports to the Manager of Data & Research. The Digital Products Intern will gain hands-on experience with the Networks Digital Products research and development, including our OSW Market Dashboard. The intern will focus on supporting the Digital Products staff to enhance the functionality of the Networks Digital Products by maintaining the accuracy and quality control of existing content, participating in team calls regarding enhancements where individual and group tasks will be assigned and status updates reported, and helping develop new functionality through research on both the public and private sectors of the offshore wind industry, including tracking of federal and state policy related to offshore wind, legislative and regulatory tracking, collecting information on contracts, and more.

The intern will gain experience in research and data management that will help broaden awareness of the Network and connect people and companies to the offshore wind market. Ideal candidates will have excellent written and verbal and communication skills, strong logical and analytical capacity, some understanding of energy markets and/or federal/state policy, a willingness to learn, experience with Excel or another data management tool, and a keen interest in renewable energy.

**RESPONSIBILITIES:**

- Support the Digital Products team by taking an active role in product development tasks, research, and responsibilities, reporting on progress at team meetings and in the Network's project management tool, Asana, and proactively seeking solutions and help/support in order to achieve individual and team goals.
- Research, audit and update various types of information in Dashboard including federal and state offshore wind policy and goals, offshore wind-related legislative and regulatory tracking, collecting information and data on industry and related maritime contracts, investments, and more.
- Test various aspects of Dashboard; help with quality assurance and control [QA/QC] by reviewing/auditing information contained in the product and ensuring it is up to date, making sure hyperlinks and PDFs work properly, reaching out to members and nonmember industry companies to verify or update information, and more as needed.
- Other job-related duties as assigned by the immediate supervisor.

Knowledge & Skills Required

- Bachelor's degree or equivalent work experience in relevant field(s): economics, policy development, legal/regulatory research, environmental sciences (particularly marine biology, physical oceanography, meteorology), engineering (electrical, mechanical, geotechnical, coastal),



economic development, stakeholder engagement, non-profit management, fundraising, events, program development, logistics, operations, project management

- Experience using: MS Office, Excel, and Salesforce or equivalent CRM software a plus.
- Strong written and verbal presentation skills
- Excellent organizational and communication skills, both written and oral with an ability to do so at all levels.
- Ability to work effectively as a team member and independently, with a high level of self-motivation and the ability to set and meet goals and meet deadlines.

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

Salary is commensurate with the level of experience.

This is a paid internship.

Undergrad: \$17/hr. Grad: \$20/hr.

An intern is expected to work between 35-40 hours/per wk.

The internship is 10-12 weeks between the months of May-August.

### **WORKING CONDITIONS**

- Work is in an office environment or remote, determined by the department mentor.

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.

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Employee Signature

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Date

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Supervisor Signature

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Date