



Title: Marketing and Policy Intern

Posting Date: April 24, 2023

Proposed Start Date: May 22, 2023

Proposed End Date: December 15, 2023

Duration: 6.5 months, Summer/Fall 2023

Location: Remote

A Marketing and Policy Intern for the National Offshore Wind Research and Development Consortium (“NOWRDC”) will support event planning for NOWRDC’s annual hybrid R&D Symposium. The Intern will also implement a digital communications and outreach strategy to raise awareness of NOWRDC’s mission, value, achievements and effectiveness in the relevant stakeholder offices in the Executive Branch and the U.S. Congress. The Marketing and Policy Intern will report to the Deputy Executive Director and Senior Program Manager.

NOWRDC is a nationally focused, independent, not-for-profit organization funded primarily by the U.S. Department of Energy and the New York State Energy Research and Development Authority. With the additional financial support of several states, it is led by key offshore wind industry stakeholders and research institutions. NOWRDC was formed in response to U.S. DOE Funding Opportunity Announcement DE-FOA-0001767. NOWRDC is dedicated to managing industry-focused research and development for offshore wind to maximize economic and social benefits for the U.S.

NOWRDC’s research and development priorities are summarized in our [Research and Development Roadmap 4.0](#). NOWRDC funds research projects through open enrollment competitive solicitations. For more information about NOWRDC’s organization and focus areas, visit <https://nationaloffshorewind.org/about/>.

Key Responsibilities:

- Marketing and Communications
 - Assist with NOWRDC’s Annual Technical Symposium. This includes logistical planning, registration website setup, communication with Symposium participants and attendees, and planning promotional marketing materials. There will be an opportunity to attend the Symposium in-person.
 - Assist Senior Program Manager in managing NOWRDC social media platforms, including LinkedIn and Twitter. This will include using digital design tools to create informative graphics and drafting promotional posts for NOWRDC initiatives.
 - Maintain the NOWRDC website. Tasks may include performing content updates, posting press releases, and providing input on and helping implement design improvements.



- o Elevate and provide visibility for efforts to improve the development and growth of the U.S. offshore wind industry. This includes developing plans to highlight key messages to be shared with the media, Congressional, and partner audiences, and an approach and timeline for reaching those audiences. There may also be an opportunity to attend an offshore wind industry conference during your internship.
- o Identify stories and accomplishments from NOWRDC projects and partners for use in messaging and communications materials.
- Policy
 - o Develop and update policy-related fact sheets and other materials, including public comment and letters of support.
 - o Researching, tracking, and analyzing policies and policymakers at federal, state, and local levels relevant to offshore wind.
 - o Compiling information and creating briefing materials for meetings, conferences, and other events.
 - o Implement NOWRDC's Congressional strategy, including identifying Members of Congress for targeted outreach, preparing briefing materials, and developing consistent messages for District-level Congressional outreach.

Other Responsibilities

- Additional duties as determined by NOWRDC's needs as well as the intern's interests and career goals.
- A commitment of 6-10 hours of work per week (remotely) from May 2023 through mid-December, 2023.

Required minimum qualifications include:

- High level of attention to detail.
- Demonstrated problem-solving ability; an entrepreneurial edge, resourcefulness, adaptability, and ability to work independently.
- Strong writing and interpersonal communication skills.
- A junior, senior, recently graduated college student, or masters student in good academic standing pursuing a degree in Marketing, Public Policy, Government Affairs, Legal Studies, Communications, Environmental Science, or other related fields.

Preferred qualifications include:

- Experience with event planning.
- Demonstrated interest in renewable energy.
- Experience with LinkedIn and Twitter.
- Experience with or willingness to conduct graphic design.



Compensation:

\$7,000 stipend distributed in monthly payments

To apply:

Please submit a cover letter and resume to careers@nationaloffshorewind.org.

Studies have shown that women, trans, non-binary folks, and BIPOC are less likely than others to apply for jobs if they don't believe they meet every single one of the qualifications as described in a job description. We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

NOWRDC is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.