



Title: Summer/Fall Marketing Intern, National Offshore Wind Research and Development Consortium

Posting Date: April 19, 2021

An intern for the National Offshore Wind Research and Development Consortium (“NOWRDC”) will support the planning and execution of NOWRDC’s annual research showcase symposium, as well as other marketing efforts to promote research and development activities that reduce cost and risk of offshore wind development projects throughout the United States while supporting U.S.-based manufacturing and the offshore wind supply chain. NOWRDC is a nationally focused, independent, not-for-profit organization funded primarily by the United States Department of Energy (DOE) and the New York State Energy Research and Development Authority (NYSERDA). 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 of offshore wind to maximize economic benefits for the U.S.

NOWRDC’s research and development priorities are summarized in our [Research and Development Roadmap 2.0](https://nationaloffshorewind.org/resources/), available at <https://nationaloffshorewind.org/resources/>. The NOWRDC funds research projects through open enrollment competitive solicitations. For more information about NOWRDC’s organization and focus areas, visit <https://nationaloffshorewind.org/about/>.

The Marketing Intern position will support planning and executing NOWRDC’s annual technical research symposium, as well as assisting in other general marketing tasks such as social media, the NOWRDC website, a monthly email newsletter, and other periodic initiatives and events. The Marketing Intern will report to the Executive Director and Program Manager.

Key Responsibilities:

- Assist Executive Director and Program Manager in designing and implementing NOWRDC’s annual research showcase symposium. This will include:
 - Outreach and coordination with project presenters and keynote speakers

- o Proofing submitted presentation materials
- o Assisting in the planning of lead-up webinars
- o Web design for event registration and landing page
- o Curating social media posts on LinkedIn and Twitter to promote the symposium
- o Providing technical support to presenters
- o Other tasks as they arise
- Must be available November 8-10, 2021 for administrative assistance with the symposium.

Other Responsibilities

- Assist Executive Director and Program Manager in maintaining the NOWRDC website. Tasks may include performing content updates, posting press releases, providing input on and helping implement design improvements, and coordinating with NOWRDC's contracted web master.
- Assist Executive Director and Program Manager in managing NOWRDC social media platforms, including LinkedIn and Twitter.
- Assist Executive Director and Program Managers in event registration setup and promotional outreach.
- Assist the Executive Director and Program Managers in drafting monthly newsletters for NOWRDC members and managing NOWRDC's database of email contacts.
- Provide regular summary briefs on NOWRDC's outreach metrics across platforms.
- 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/June 2021 through December, 2021.

Required minimum qualifications include:

- Demonstrated interest in renewable energy.
- Demonstrated problem-solving ability; an entrepreneurial edge, resourcefulness, adaptability, and ability to work independently.
- Strong writing and interpersonal communication skills.
- Experience with LinkedIn and Twitter.
- Experience with or willingness to learn Wordpress, MailChimp, and Eventbrite.
- Experience with or willingness to conduct graphic design.
- A junior, senior, or recently graduated college student with good academic standing pursuing a Bachelor's degree in Marketing; suggested majors include communications and business management.

Compensation:

TBD

To apply:

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

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.