OCEANTIC
NETWORK
Powering the Blue to Green Supply Chain

JOB TITLE: Digital Tools Intern

REPORTS TO: Manager of Data & Research

Oceantic Network's Digital Tools Internship gives undergraduate and graduate students hands-on experience in research and data processing for the cutting-edge offshore wind and ocean renewables industries. Under the mentorship of experienced Network staff, interns will gain valuable experience in research, upkeep and maintenance of digital tools, and critical thinking and analysis on small to medium data sets.

About the Position:
Located in one of the Networks offices or remote, the intern reports to the Manager of Data & Research. The Digital Tools Intern will gain hands-on experience with the Network's Digital Tools research and development, including our OSW Market Dashboard. The intern will support the Digital Tools staff by maintaining the accuracy and quality of existing content through performing daily research and data input (including federal and state offshore wind policy, related legislative and regulatory tracking, industry contract information, and more), participating in team project management calls, and helping develop new use cases and functionality through research on both the public and private sectors of offshore wind.

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

Knowledge & Skills Required:

- Bachelor's degree or candidate is working towards a BA/BS degree in a relevant field(s) such as economics, public policy, legal/regulatory research, environmental sciences (particularly marine biology, physical oceanography, meteorology), engineering (electrical, mechanical, geotechnical, coastal), alternative energy, economics, stakeholder engagement, or non-profit management.
- Experience using: MS Office (especially Excel).
- Additional experience not required but preferred: Salesforce or equivalent CRM software, database management.
- 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.

Oceantic Network is a nonprofit organization focused on the development of U.S. offshore wind and related ocean renewables. As the leading voice for the offshore wind business community, we bring together developers, policymakers, academia, global experts, and leading businesses.