

Job Title: Event & Program Intern

Reports To: Vice President of Event Operations & Senior Program Manager

Job Summary:

Located in one of the Network's satellite offices or remote (as negotiated) the Network's event & program internship gives upcoming or recent graduates a full look at how an event is managed with a 50/50 split between event planning and program coordination. The event side will focus on planning internal and external events ranging from conferences, briefings, training, 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. The program side will focus on preparing program timelines, setting up agenda's, organizing speaker information, reviewing event websites, and supporting the Senior Program Manager in duties to ensure the success of future programs.

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

Event 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

Program Responsibilities:

- Support the preparation and implementation of programming for the Senior Program Manager
- Assist with preparing documents such as timelines and standard operating procedures in a timely manner
- Coordinate speaker information such as headshots and bio's
- Review event websites to ensure the accuracy of program information
- Research competitive and complimentary events to program planning, speaker acquisition, and idea generation

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

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