

Title	Job Description for US305 Intern	Task	Name	Date
Document	USHR-OCA-JDS305	Prepared	JENPA	15/09/2023
Revision	1	Reviewed	HELES	31/10/2023
Subject	Staff Role and Responsibilities	Approved	NICWO	14/11/2023
Role ID	US305			
Role Title	Junior Consultant (BD)			
Reporting to	Business Development Director			
Manager for	None			
Base Location	24 School Street, Floor 2, Boston, MA 02108 or Groundwork, 1213 Purchase Street Suite 215, New Bedford, MA 02740			
Role Summary	The primary focus is to provide technical and business support to the BD team, helping us deliver opportunities and sales for the business. The role involves exposure to the offshore wind industry and ongoing internal projects from day one, following and supporting the work of a senior member of our team. The practical experiences will be supplemented by knowledge sharing, reading, and research-based tasks.			
Management Responsibilities	Day to day personal workload and delivery to OCA Business Participation in US team development activities			
Technical Responsibilities	Work delivery in Projects, Business Development, Marketing or Knowledge tasks Support technical knowledge acquisition and retention across global business Researches and maintains offshore wind market knowledge Maintains corporate ethos of unwavering commitment to delivering safely			
Attributes	<i>Experience</i> Enrolled on undergraduate or post graduate degree program Minimum one previous corporate internship experience – including reference Prefer candidates with strong interest or experience within offshore wind, energy transition or marine industries Prefer candidates with previous experience in Client facing roles, giving presentations or public speaking <i>Skills & Qualifications</i> Must be entitled to work in US but able to travel occasionally if required Must have strong understanding of Word, Excel and Power Point Preferred undertaking a degree in a Business or Communications based discipline Skilled in document drafting, particularly project reporting, presentations, spreadsheets, database or other data handling software. Must have capable communication skills and collaborative approach to challenges Experienced user of Office suite of software Preferred knowledge experience with Photo Shop, Adobe Illustrator and similar graphics packages.			
Remuneration	USD20/hr.			