



TECHNOLOGY TRANSITION CORPORATION

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Fellowships Available for Clean Energy Non-Profits Autumn 2013

Interested in gaining experience in the clean energy field? Want to get firsthand exposure to organizations leading the way towards a clean energy economy? Technology Transition Corporation (TTC) has several fellowship positions available in its Clean Energy Fellowship Program (www.ttcorp.com/fellows.asp) for its non-profit clean energy associations beginning immediately.

TTC (www.ttcorp.com) provides advocacy and consulting services to the renewable and clean energy industries. Since 1986, we have partnered with companies and built coalitions to advance the development of energy technologies. Our clients include Fortune 100 corporations, start-ups, leading universities, and government agencies.

TTC Clean Energy Fellows are typically qualified college-level, graduate students, and recent graduates but can also include individuals looking to expand their knowledge in the clean energy sector. You can expect to develop significant experience in a broad array of clean energy technologies and industries by becoming immediately in the programs TTC manages to advance the use of clean energy. The fellowships include policy, research, writing, and marketing/ communications opportunities with TTC's client organizations.

FELLOWSHIP POSITIONS AVAILABLE:

1) Policy and Government Affairs

TTC has two Policy/Government Affairs positions available for its clients for researching, monitoring, and reporting on renewable energy legislation and regulations at the federal, state and regional level. The positions require the candidate be familiar with a variety of online resources, databases, and news sources to research proposals and developments that impact renewable energy markets. The individuals may also be asked to reach out to state agencies in collection of data. Some membership and potential member interaction may also be assigned.

The first Policy/Government Affairs fellowship position supports the Biomass Thermal Energy Council (BTEC) (~65%) and Renewable Energy Markets Association (REMA) (~35%).

Responsibilities for this position include:

- Researching, monitoring, and reporting on renewable energy legislation and regulations at the federal, state and regional level.
- Research proposals and developments that impact renewable energy markets.
- Reach out to state agencies in collection of data.

- Attend relevant Congressional hearings related to biomass legislation and report to staff the results of those hearings.
- Assist association members in arranging meetings with state and local officials.
- Update website with factsheets, presentations, and social media postings.
- Provide administrative support on conference calls (e.g. taking minutes and follow-up actions).

The second Policy/Government Affairs fellowship position supports the American Biogas Council (ABC). Responsibilities for this position include:

- Track legislation at the state level favorable to biogas and use of anaerobic digester technology.
- Research, monitor, and report on biogas/AD legislation and regulations at the state level
 - Search for opportunities for biogas companies related to carbon credits, organics diversion and biomethane/CNG policies.
- Attend relevant hearings related to biogas legislation and report to staff/co-chairs the results of those hearings.
 - Help organize meetings of the Legislative and Regulatory Affairs (LRA) Committee and subgroups.
- Provide follow-up support to the LRA Committee co-chairs as needed.
 - Write letters of support to legislators and regulators.
 - Analyze the gap between our model legislation and proposed legislation.
 - Communicate complex policy language in layman's terms through bi-monthly written reports.

The ideal candidate should have excellent research, writing, and communication skills. A political science background is desired.

How to Apply: Email careers@ttcorp.com with your cover letter and resume to the attention of Brian Schorr, Director of Operations. Include "Policy" in the subject line. Policy applications will be considered for either position unless one is specifically requested by the applicant.

2) **Marketing and Communication**

TTC has a fellowship position available to support the American Biogas Council (ABC) (~65%), Total Energy USA Conference & Expo (~30%), and Secure Sustainability Institute (SSI) (~5%) in support of membership development, database updating, communications, and meeting preparations. This position requires the candidate have strong marketing and communication skills. The ideal candidate should also have familiarity with sustainable agricultural and/or wastewater treatment practices.

ABC Responsibilities include:

Tasks:

- Draft, layout and distribute semi monthly Biogas News (ABC's electronic newsletter)
- Membership relations (approach industry leaders for information and respond to inquiries)

- by fielding questions to appropriate staff or answer them directly)
- Market biogas events through email and biogas industry partners
 - Speaker management for ABC webinars and workshops
 - Update and distribute ABC marketing materials to members who are traveling to and speaking at biogas industry events

Projects:

- Development of brand new U.S. database of operational biogas projects and associated maps and online tools for systems on farms, at wastewater facilities, landfills and other generators of organic waste.
- Member recruitment
- Semi-monthly webinars and workshops at industry events
- Biogas News
- Project with Water Environment Federation on biogas systems at wastewater treatment facilities

Skills:

- Proficiency with database management for U.S. operational digester database
- Proficiency with MS Excel
- Experience with the analysis of data to create fact sheets, tools and/or educational resources preferred
- Science or technical background preferred
- Must be able to comfortably and confidently approach senior industry executives by phone and in person. (We work with senior leaders in hundreds of organizations from start-ups to federal government leaders and executives in multi-national corporations like GE, Waste Management, Toyota and Shell. You will be new to our team and we expect you to integrate quickly to become a part of our team and be comfortable picking up the phone or beginning conversations with these individuals regarding key issues we're working on.)

Total Energy USA Responsibilities Include:

- Development of Conference speaker invitations.
- Maintenance of Contact database.
- Keep track of speaker acceptances and regrets.
- Assist senior staff in preparation of Executive Committee materials ahead of meetings and conference calls.

SSI Responsibilities Include:

- Work with senior staff to schedule and prepare for SSI meetings (1-2 meetings during fellowship term).

How to Apply: Email careers@ttcorp.com with your cover letter and resume to the attention of Brian Schorr, Director of Operations. Include "Biogas" in the subject line.

3) **Writing, and Communications**

TTC has a full-time opening for a student or recent graduate with writing and communications experience to assist staff in support of TTC's clients related to hydrogen and education. These clients include: California Hydrogen Business Council (CHBC) (~50%), Hydrogen Education Foundation (HEF) Student Design Contest (~25%), and a professional association of college/university professors, educators and grad students focused on environmental engineering/science curricula, set to begin on October 1st (25%). Responsibilities include:

- Education & Outreach
 - Researching projects and developments in the hydrogen and fuel cell industry in California
 - Assisting staff in developing and promoting California-based events related to hydrogen and fuel cell technology
- Membership Development
 - Assisting to market the client associations to prospective members in partnership with the Membership Committee, including updating/creating new online, electronic and printed tools.
 - Helping to develop or update membership materials.
 - Aiding in the creation of fliers and tools to create prospective member packets for distribution at events and meetings.
- Event Support
 - Assist senior staff in promoting a hydrogen and fuel cell summit in California this October.
 - Assist in event preparation and logistics.
- Website Development
 - Collecting and reviewing existing education materials on hydrogen and fuel cells in California
 - Executing requests for updates from the web team and creatively develop new tools or informational assets which educate the online visitor about CHBC and the industry it represents.
- Hydrogen Student Design Contest
 - Assistance with communications and promotion of the current and next HEF's Hydrogen Student Design Contest (www.hydrogencontest.org)
 - Interaction with participating students, professors and judges to raise awareness on the Contest, develop communications and drive participation in the annual contest
- Professional Association
 - Assist senior staff preparation of Board/Committee meetings and take minutes of proceedings.
 - Engage in communication campaigns such as social media, webinars, action alerts to members.
 - Process mail orders for publications sold.
 - Maintain online membership directory and ensure contact information is kept up to date.
 - Assist editor to publish newsletter.
 - Prepare and distribute association-wide announcements.

The ideal candidates should have well developed writing skills and preferably some Marketing/Communications experience with some knowledge in renewable energy. The candidates should also be assertive, detail oriented, and able to work independently and perform well with firm deadlines.

How to Apply: Email careers@ttcorp.com with your cover letter and resume to the attention of Brian Schorr, Director of Operations. Include “Education” in the subject line.

TERM:

All 4 positions will become available immediately and are tentatively scheduled to end in mid-December 2013. Extensions are possible and determined by performance and needs. College student applicants are asked to provide dates of availability in cover letters.

TIME COMMITMENT:

40 hours a week.

COMPENSATION:

TTC will provide a stipend of \$500/month for full-time work, paid in bi-monthly installments. TTC does not provide compensation for personal/sick time off or holidays, but interns may opt to make up lost hours or be paid on an hourly basis for partial weeks worked.

HOURS:

TTC is open Monday – Friday from 8:30 am – 5:30 pm. Through the term, we are closed on the following dates: Thanksgiving holiday weekend (November 28-29).

NEEDED ATTRIBUTES:

- Ability to work well within a team structure
- Enthusiasm
- Dependability

WORK BENEFITS:

- Great office location, 10 minutes from the White House
- Ability to accommodate university class schedule
- Networking opportunities with potential employers
- Possible credit earned towards one’s college degree