



TECHNOLOGY TRANSITION CORPORATION

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September 2, 2014

Communications/Outreach Fellowships Available for Clean Energy Non-Profits Autumn 2014

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), the managing company of the Biomass Thermal Energy Council, has **three Communications/Outreach fellowship positions available** as part of its Clean Energy Fellowship Program (www.ttcorp.com/fellows.asp) for its non-profit clean energy associations to be filled 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.

DESCRIPTION:

1) Biomass:

The Communications and Outreach position supports senior staff to plan and execute several events and activities of the Biomass Thermal Energy Council (BTEC). Events include, but are not limited to conferences supported by BTEC, Council meetings, and upcoming webinars. The position requires the candidate be able to communicate effectively with volunteer members of various event organizing committees and reach out to BTEC members to coordinate association functions in conjunction with those events.

Responsibilities include:

- Arrange and participate in Steering Committee, Program, and other planning calls. Follow up on action items resulting from those calls.
- Help develop marketing messaging and strategies and assist in their implementation.
- Work with senior staff to prepare materials to distribute at events, including promotional literature and member information.

- Assist in designing member meet-and-greet functions in conjunction with events and work with Conference organizers to ensure available space and accommodations.
- Communicate with members and prepare information related to upcoming BTEC-sponsored webinars.

2) Biogas:

This fellowship supports the American Biogas Council (ABC), in support of membership development, database updating, communications, and speaking invitations. Familiarity with sustainable agricultural and/or wastewater treatment practices is preferred.

We are seeking qualified college-level, graduate students and recent graduates and/or individuals with experience in Communications and looking to expand their knowledge of biogas, AD technology and clean energy, and apply their knowledge gained and skill sets towards real-work projects and activities.

Responsibilities include:

This fellowship supports senior staff in the areas 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.

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

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.

3) Hydrogen/Education:

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 Student

Design Contest (~25%), and the Association of Environmental Engineering and Science Professors (AEESP, ~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
- Event Support
 - Assist in event preparation and logistics.
- Social Media Support
 - Collecting and reviewing existing education materials on hydrogen and fuel cells in California
 - Promote activities on common social media platforms
- 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
- AEESP
 - Assist senior staff preparation of Board/Committee meetings and take minutes of proceedings.
 - Assist in membership application screening for approval.
 - Maintain online membership directory and ensure contact information is kept up to date.

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 "Communications and Outreach" in the subject line. Applications will be considered for all positions unless one is specifically requested by the applicant.

TERM:

All positions are to be filled immediately. We seek candidates able to commit to terms through the end of 2014, but will consider extensions as 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 firm 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 fellows 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 Thanksgiving Day, Friday, November 28, and Christmas Day.

NEEDED ATTRIBUTES:

- Ability to work well within a team structure
- Professional appearance and demeanor
- High degree of accuracy, dependability and confidentiality
- 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