



TECHNOLOGY TRANSITION CORPORATION

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Communications/Outreach Fellowship Available for Biomass Non-Profit Summer 2015

Interested in gaining experience in the clean energy field? Technology Transition Corporation (TTC), management company to the Biomass Thermal Energy Council (BTEC) has a fellowship vacancy available as part of its Clean Energy Fellowship Program (www.ttcorp.com/fellows.asp) beginning in May through the summer months.

This internship-level position provides the perfect opportunity for college-level students majoring in related fields, or graduates seeking entry work experience to add to their resume. 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.

As part of the Communications and Outreach fellowship, you can expect to develop significant experience in a broad array of clean energy technologies and industries by becoming immediately active in the programs BTEC manages. It 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 for this position 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.

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, resume, and writing sample to the attention of Brian Schorr, Director of Operations. Include “Communications and Outreach” in the subject line.

TERM:

We seek candidates able to commit to terms through mid-August 2015, 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 Memorial Day (May 26) and Independence Day (July 3, observed).

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