



TECHNOLOGY TRANSITION CORPORATION

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December 1, 2015

Winter/Spring 2016 Internships Available for Environmental Non-Profits

Interested in gaining experience in the environmental/clean energy field? Want to get firsthand exposure to organizations leading the way towards a clean energy economy? The administrative services company of the Association of Environmental Engineering and Science Professors, Technology Transition Corporation (TTC, www.ttcorp.com) has five internship positions available for its non-profit clean energy associations, beginning in January and running through May.

We are seeking interns with college-level, graduate, and recent graduate-level experience and 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 active in the programs TTC manages. The internships include Policy & Government Affairs and Communications & Outreach opportunities with TTC's client organizations.

INTERNSHIP POSITIONS AVAILABLE:

1) Policy and Government Affairs

TTC has a Policy/Government Affairs position available for researching, monitoring, and reporting on renewable energy legislation and regulations at the federal, state and regional level.

The position requires candidates 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 collecting data. Some membership and potential member interaction may also be assigned.

The Policy internship supports the American Biogas Council (ABC, www.americanbiogascouncil.org) and Biomass Thermal Energy Council (BTEC, www.biomassthermal.org). 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.
 1. Write letters of support to legislators and regulators.
 2. Analyze the gap between our model legislation and proposed legislation.
 3. Communicate complex policy language in layman's terms through bi-monthly written reports.
- 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).

2) **Communications, and Outreach**

TTC has four internship positions in Communications and Outreach.

UNIVERSITY ENVIRONMENTAL NON-PROFITS

This internship supports two academic-based non-profit associations – Association of Environmental Engineering and Science Professors (AEESP, www.aeesp.org) and the University-Industry Demonstration Partnership (UIDP, www.uidp.org). The position provides the following set of responsibilities:

- Assist senior staff preparation of association meetings/teleconferences 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.
- Correspond in a professional manner with members.
- Aggregate information from multiple sources.
- Write short news pieces for webpage and newsletter.
- Edit icons and images for UIDP webpage and print material.
- Editing of written articles.
- Cross check information to ensure accuracy.

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, ~60%, www.californiahydrogen.org), Hydrogen Student Design Contest (~40%, www.hydrogencontest.org). 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
- 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
 - Interaction with participating students, professors and judges to raise awareness on the Contest, develop communications and drive participation in the annual contest

BIOGAS:

For this internship, 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.

The internship supports the American Biogas Council, in support of membership development, database updating, communications, and speaking invitations. This position requires the candidate have strong communication skills. The ideal candidate should also have familiarity with sustainable agricultural and/or wastewater treatment practices, and some policy-related assignments may be provided to interested interns.

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 reading 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

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.)

BIOMASS:

The third Communications and Outreach position supports senior staff to plan and execute several events and activities of our Biomass clients, including the Biomass Thermal Energy Council (BTEC, www.biomassthermal.org) and a state biomass association to be managed by TTC in the near future. Events include, but are not limited to, conferences, organization 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 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.
- 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 sponsored webinars.

The ideal candidates should have well developed writing skills and preferably some Communications experience. 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 either "Policy" or "Communications and Outreach" in the subject line. Both Policy and Communications/Outreach applications will be considered for all positions unless one is specifically requested by the applicant.

TERM:

All positions will become available beginning in late December/early January. We seek candidates able to commit to terms through the end of April, but will consider extensions as determined by performance and needs. College student applicants considering working during the Spring semester 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, including holidays that TTC is closed, 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 Christmas Day, New Year’s Day, and Presidents’ 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