



August 15, 2014

**Technology Transition Corporation  
Project Assistant Position Announcement**

**Interested in Growing Clean Energy Industries?**

**ABOUT TTC:**

Technology Transition Corporation (TTC) is a management services small business company of eight full-time employees that assists organizations in bringing emerging energy products to market. We start up and manage multiple non-profit industry and academic associations and for-profit ventures in energy-related areas like biogas/AD, hydrogen and fuel cells, biomass thermal energy, electric power operations, and environmental engineering. For these clients, TTC provides financial management, accounting and reporting services, in addition to broad technical and management services. ([www.ttcorp.com](http://www.ttcorp.com))

**THE POSITION:**

TTC is seeking a self-motivated, dependable, and detail-oriented industry professional that has a strong interest in clean energy and experience in project management and wishes to grow with our company grows. We have an immediate need to fill a position which we hope will attract a person who will quickly grow into a client manager, capable of being the lead of one of the trade associations we manage. This position offers a challenging and real-time set of responsibilities in serving several of our client associations. We're looking for a rising star who has a basic foundation to build from that's strong in communication skills, managing projects to meet goals and attention to detail. The ideal candidate should also have some familiarity with renewable/sustainable energy practices and any of the following sectors: forestry, HVAC, agriculture, wastewater, waste management.

**TTC'S CLIENTS:**

Like all staff, the candidate will be responsible for supporting several of TTC's nine active client associations as needed, but with a focus on the American Biogas Council and Biomass Thermal Energy Council. A full list of our nine active client associations is as follows:

- American Biogas Council ([www.AmericanBiogasCouncil.org](http://www.AmericanBiogasCouncil.org))
- Biomass Thermal Energy Council ([www.biomassthermal.org](http://www.biomassthermal.org))
- California Hydrogen Business Council ([www.CaliforniaHydrogen.org](http://www.CaliforniaHydrogen.org))
- Hydrogen Education Foundation ([www.HydrogenEducationFoundation.org](http://www.HydrogenEducationFoundation.org))
- Renewable Energy Markets Association ([www.RenewableMarketers.org](http://www.RenewableMarketers.org))
- Association of Environmental Engineering and Science Professors ([www.aeesp.org](http://www.aeesp.org))
- AEESP Foundation ([www.aeespfoundation.org](http://www.aeespfoundation.org))
- Partnership for Advancing the Transition to Hydrogen ([www.HPATH.org](http://www.HPATH.org))
- Secure Sustainability Institute ([www.SecureSustainability.org](http://www.SecureSustainability.org))

***Some Responsibilities:***

TTC staff works as a team on most projects. The candidate's overall responsibilities will be to provide support to the Executive Director (lead staff) of the organization. This includes helping to manage projects, the operations and growth of a trade association representing an industry and 100-200 organizations. Some of the more specific responsibilities under that umbrella are likely to include:

- Serve as client's first point of contact and answer inquiries or direct to appropriate staff.
- Expand membership bases of clients through outreach campaigns, membership drives; ensuring promotional literature is up-to-date for campaigns.
- Membership recruitment efforts to include and marketing membership with confidence to potential members.
- Market association events via email announcements, website, newsletters, and partners.
- Maintain existing social media pages and develop/maintain new pages for clients that lack them.
- Arrange and participate in association committee conference calls and follow up on action items resulting from those meetings.
- Assist with bimonthly production and distribution of client e-Newsletters.
- Help senior staff develop marketing messaging and strategies and assist in their implementation.
- Work with senior staff to organize and manage periodic industry webinars and workshops.
- Ensure information on website remains up-to-date.
- Assist senior staff with preparation and distribution of materials ahead of Board and Committee meetings.
- Maintain updated contact information for members and other company contacts using Salesforce<sup>®</sup>, TTC's online database.

***Longer-Term Responsibilities:***

The near term responsibilities outlined above will provide you client and TTC management experience leading to greater responsibilities within one or more TTC clients. Typical responsibilities as you grow in TTC may include the following:

- Speak and participate at events and functions on behalf of the clients.
- Development and oversight of annual client budgets and monitor them for mid-year adjustments.
- Approve client expenses.
- Preparation of annual client reports.
- Supervision of interns on client projects.
- Oversee and engage in contract negotiations on behalf of the client.
- Provide professional recommendations to Directors and Officers on decisions to be made on behalf of the client organizations.
- Ensure that assigned action items are completed by staff in a professional and timely manner.
- Lead Committee discussions and provide supplemental support to Committee Chairs.
- Develop strategic plans to strengthen client associations and maintain clear contact with Directors and Officers, and fellow staff.
- Serving as the executive staff for an organization

**NEEDED ATTRIBUTES:**

- Excellent project management, organizational and teamwork skills.
- Attention to detail while keeping the overall project on track.
- High degree of accuracy, dependability and confidentiality.
- Professional appearance and demeanor.
- Knowledge of renewable energy industry is strongly preferred (either through coursework, internship, or previous work experience).

**SKILL AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree and 1-2 years relevant work experience.
- Familiarity with clean energy/environmental industry.
- Expert proficiency in MS Office (i.e. Word, Excel, PowerPoint) is required and familiarity with Salesforce<sup>®</sup>, Adobe Illustrator<sup>®</sup>, and DreamWeaver<sup>®</sup> is preferred.
- Excellent oral and written skills.

**WORK COMPENSATION AND BENEFITS:**

- Expected starting annual salary is \$30,000, subject to the candidate's experience. Merit increases and promotions are considered annually based on performance and supervisor satisfaction.
- Company-paid health, life, long-term disability, and optional dental insurance.
- 401(k) Plan; profit-sharing bonus plan; corporate stock ownership plan.
- Paid vacation and sick/emergency leave.
- 10 paid holidays each year (increases with longevity).
- Convenient Washington, DC location accessible to the Dupont Circle, Farragut North and Farragut West Metro stations.
- SmartBenefits<sup>®</sup> contribution for public transportation
- Clean environment with friendly staff.

**HOURS:**

- TTC is open Monday – Friday from 8:30 am – 5:30 pm.

**HOW TO APPLY:**

Complete the following application and return it to the attention of Brian Schorr, Director of Operations, using the contact details provided at the bottom of the form.

## Technology Transition Corporation Application for Employment

Date of Application:		Starting Dates Available to Work:	
Referral Source:			
Full Name:			
Permanent Address:			
Current Address:			
Telephone:		Email Address:	
Emergency Contact:		Emergency Phone:	

<i>Please answer the following questions:</i>	<b>YES</b>	<b>NO</b>
If you are under 18 and it is required, can you furnish a work permit? (If no, please explain)		
Have you ever been employed here before? (If yes, give dates and position)		
Are you legally eligible for employment in this country?		
Will you travel if your internship requires it?		
Are you able to meet the attendance requirements of this internship?		
Have you ever been bonded?		
Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? (If yes, please provide dates and details.)		

Please describe your **educational background** here:

Summarize any special training, skills, licenses and/or certificates:

List special accomplishments, publications, awards, etc.:

Are you able to meet the attendance requirement for this position (40 hrs./week)?

Provide any additional information you would like us to consider:

Please read and acknowledge understanding of the following **Applicant Statement**.

- I certify that all information I have provided in this application is true, complete and correct.
- I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from service whenever it is discovered.
- I expressly authorize Technology Transition Corporation, without reservation, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application.
- I understand that Technology Transition Corporation does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.  
(Signature on printed form, or submission of form via e-mail constitutes certification.)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**E-Mail completed form and any attachments to:** [bschorr@ttcorp.com](mailto:bschorr@ttcorp.com)

**Or mail form and other documents to:**

Technology Transition Corporation  
Attn: Brian Schorr, Director of Operations  
1211 Connecticut Avenue, NW  
Suite 600  
Washington, DC 20036-5802