



October 13, 2014

**Technology Transition Corporation
Website / Graphics Designer 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)

THE POSITION:

TTC is seeking a self-motivated, dependable, and detail-oriented website/graphics professional with experience in Drupal, ASP, and WordPress and has a strong interest in clean energy and wishes to grow with our company as it grows.

This position is ready to be filled immediately and requires the applicant be ready to manage websites for multiple client associations and provide graphical assistance for client newsletters and other educational materials. We're looking for an artist with website coding capability who has a basic foundation to build from with strong communication skills and provides close attention to detail.

TTC'S CLIENTS:

A full list of our nine active client associations is as follows:

- American Biogas Council (www.AmericanBiogasCouncil.org)
- Biomass Thermal Energy Council (www.biomassthermal.org)
- California Hydrogen Business Council (www.CaliforniaHydrogen.org)
- Hydrogen Education Foundation (www.HydrogenEducationFoundation.org)
- Renewable Energy Markets Association (www.RenewableMarketers.org)
- Association of Environmental Engineering and Science Professors (www.aeesp.org)
- AEESP Foundation (www.aeespfoundation.org)

Responsibilities:

In addition to TTC's website, the candidate will be responsible for maintaining TTC's seven active client associations' websites and assisting Client Managers in publication of outreach materials and newsletters. The right candidate will bring their artistic skills to bear when making new sites, pages and printed and electronic marketing pieces and their technical skills to help create new web tools to aid in the basic educational needs behind every effort to grow these new energy industries.

The candidate will create original print and web graphics and publications as needed and advise staff on the best ways to communicate the messages that need to be delivered to the identified target audiences. You will be a key part of each sub team within our business.

Other responsibilities will also include keeping content up to date, monitoring website and open statistics to be used to report back to the clients, assisting client managers with announcements via email campaigns, website, newsletters, and related outreach tools, and maintaining existing social media pages and develop/maintain new pages for clients that lack them.

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.

SKILL AND EDUCATIONAL REQUIREMENTS:

- Bachelor's degree and minimum 1-2 years relevant work experience.
- A portfolio of work with relevant examples.
- Expert proficiency with website design software, especially Drupal, classic ASP, including static and dynamic pages, and WordPress.
- Expert proficiency with the Adobe Creative Suite, DreamWeaver, and MS Office (familiarity with Salesforce is preferred).
- Excellent oral and written skills.
- Marketing and communication experience.

WORK COMPENSATION AND BENEFITS:

- Commensurate with experience in the range of \$35-55k/year plus benefits. 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[®] 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>	YES	NO
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

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