



December 11, 2015

**Technology Transition Corporation
Website Designer Internship**

Interested in Growing Clean Energy Industries?

THE COMPANY:

Technology Transition Corporation (TTC) is a management services company of ten employees that assists organizations in bringing emerging energy products and services to market. We start up and manage non-profit industry associations and for-profit ventures in energy-related areas including biogas/anaerobic digestion, hydrogen and fuel cells, biomass thermal energy, electric power operations and environmental engineering. For these clients, TTC provides Board strategic and administrative support, technical services, communications and outreach, conference and meeting planning, graphics and website design, financial management, broad management services (www.ttcorp.com).

THE POSITION:

TTC is seeking a **part-time or full time** self-motivated, dependable, and detail-oriented website intern with experience in Drupal, ASP, and WordPress, an interest in clean energy and environmental standards to work with us as a Clean Energy Fellow for the first half of 2016.

This internship is ready to be filled immediately and requires the applicant be ready to manage websites for multiple non-profit client associations and provide assistance for client newsletters and other educational materials. We're looking for designer with website design and coding capability who has strong communications skills and pays close attention to detail.

TTC'S CLIENTS:

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

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

Responsibilities:

The ideal intern will bring their skills to bear in development of new sites and be equipped to manage front-end and back-end maintenance. While not required for this position, experience with graphics design and desktop publishing is an advantage.

NEEDED ATTRIBUTES:

- Excellent project management, organizational and teamwork skills.
- Attention to detail while executing multiple projects.
- High degree of accuracy, dependability and confidentiality.

- Professional appearance and demeanor.

SKILL AND EDUCATIONAL REQUIREMENTS:

- A portfolio of work with relevant examples.
- Strong understanding of HTML, Javascript (jQuery), PHP, CSS, XML, CGI, and ASP.
- Solid understanding of Drupal core architecture and framework APIs (hooks, functions, entity, etc).
- Solid understanding of Drupal theming (tpl creation and overrides).
- Experience with Responsive Web Designs.
- Familiarity with MySQL and complex SQL queries.
- 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.
- Selection and integration of registration systems for events.

WORK COMPENSATION AND BENEFITS:

- For this internship, 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. Additionally, all holidays in which TTC is closes, interns will be fully compensated.
- Convenient Washington, DC location accessible to the Dupont Circle, Farragut North and Farragut West Metro stations.
- The potential to work remotely.

HOURS:

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

HOW TO APPLY:

Send cover letter, resume, and links to websites that have been designed by you and/or maintained by you to the attention of Brian Schorr, Director of Operations at careers@ttcorp.com.

**Technology Transition Corporation
Application for Internship**

| | | | |
|----------------------|--|----------------------------------|--|
| Date of Application: | | Starting Date/Available to Work: | |
| Referral: | | | |
| Full Name: | | | |
| Permanent Address: | | | |
| Current Address: | | | |
| Cell Phone: | | Email Address: | |

| <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 the position requires it? | | |
| Are you able to meet the attendance requirements of this position? | | |
| 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: careers@ttcorp.com

Or mail form and other documents to:
Technology Transition Corporation
Attn: Brian Schorr, Director of Operations
1211 Connecticut Avenue, NW
Suite 650
Washington, DC 20036-5802