



TECHNOLOGY TRANSITION CORPORATION

1211 Connecticut Ave NW, Washington, DC 20036-2701 U.S.A.

Phone: 202-457-0868, Fax: 202-223-5537, Email: info@TTCorp.com, Web: www.TTCorp.com

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Five Clean Energy Fellowship Opportunities for Autumn 2012

Interested in gaining experience in the clean energy field? Want to get firsthand exposure to organizations leading the way towards a clean energy economy? Technology Transition Corporation (TTC) has four Fall openings available in its Clean Energy Fellowship Program (www.ttcorp.com/fellows.asp).

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.

TTC Clean Energy Fellows are typically qualified college-level, graduate students, and recent graduates but can also include individuals 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 in the programs TTC manages to advance the use of clean energy. The fellowships include policy, research, writing, and marketing/communications opportunities with some of TTC's client organizations.

FELLOWSHIP POSITIONS AVAILABLE:

1) Policy and Government Affairs

The Biomass Thermal Energy Council (BTEC), Renewable Energy Markets Association (REMA), and Northeast Biomass Thermal Working Group (NEBTWG) have a position available for researching, monitoring, and reporting on renewable energy legislation and regulations at the federal, state and regional level. This position requires the candidate be familiar with a variety of online resources, databases, and news sources to research proposals and developments that impact renewable energy markets. The individual may also be asked to reach out to state agencies in collection of data. Some membership and potential member interaction may also be assigned. Responsibilities include:

- 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 BTEC 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).

The ideal candidate should have excellent research, writing, and communication skills. A political science background is desired.

How to Apply: Email careers@ttcorp.com with your cover letter and resume to the attention of Brian Schorr, Operations Manager. Include “Policy” in the subject line.

2) **Engineering and Technical Communications**

The Hydrogen Education Foundation (HEF) and Biomass Thermal Energy Council (BTEC) have a fellowship opening for student or recent college graduate with an engineering degree. Applicants should have some knowledge of the energy industry and be able to understand technical publications.

Responsibilities include:

Hydrogen Education Foundation

- Hydrogen Student Design Contest
 - Assistance with communications and promotion of the current and next HEF’s Hydrogen Student Design Contest (www.hydrogencontest.org)
 - Interaction with participating students, professors and judges to raise awareness on the Contest, develop communications and drive participation in the annual contest

Biomass Related Associations

- Drafting technology and energy pathway flowcharts
- Assisting working groups in developing biomass energy codes and standards for fuel delivery and storage
- Interacting with professional engineering and standards associations
- Educating other staff members on relevant technologies and applications
- Assisting staff in responding to calls for regulatory and environmental comments and submissions

How to Apply: Email careers@ttcorp.com with your cover letter and resume to the attention of Brian Schorr, Operations Manager. Include “Engineering” in the subject line.

3) **Research, Writing, and Communications**

TTC has a full-time opening for a student or recent graduate with research and/or marketing/communications experience to assist staff in support of TTC’s hydrogen clients, including the California Hydrogen Business Council and Partnership for Advancing the Transition to Hydrogen. This fellowship allows for direct communication and collaboration with

numerous stakeholders and industry leaders in hydrogen and fuel cells. Responsibilities for each position include:

California Hydrogen Business Council

- Advocacy
 - Researching, monitoring, and reporting on renewable energy legislation and regulations affecting the hydrogen and fuel cell industry in California
- 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
- Membership Development
 - Assisting to market the CHBC to prospective members in partnership with the Membership Committee, including updating/creating new online, electronic and printed tools.
 - Helping to develop or update membership materials
 - Aiding in the creation of fliers and tools to create prospective member packets for distribution at events and industry meetings
- Website Development
 - Collecting and reviewing existing education materials on hydrogen and fuel cells in California
 - Executing requests for updates from the web team and creatively develop new tools or informational assets which educate the online visitor about CHBC and the industry it represents.

Partnership for Advancing the Transition to Hydrogen

- PATH Annual Report on World Progress in Hydrogen
 - Work with client manager and research analyst to complete a comprehensive report on global implementation and commercialization of hydrogen and fuel cell technology around the world.
 - Communicate with members and sponsors on progress of the Report.

The ideal candidates should have well developed research and writing skills and preferably 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 and resume to the attention of Brian Schorr, Operations Manager. Include “hydrogen” in the subject line.

4) Marketing and Client Communication

The American Biogas Council (ABC) and Secure Sustainability Institute (SSI) have a position available for a Clean Energy Fellow to provide staff support to client managers in support of membership development, database updating, communications, and meeting preparations. This

position requires the candidate have strong marketing and communication skills. The ideal candidate should also have familiarity with sustainable agricultural and/or wastewater treatment practices.

ABC Responsibilities include:

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 marketing 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
- Project with Water Environment Federation on biogas systems at wastewater treatment facilities

Skills:

- Mapping skills desired (especially GIS)
- Proficiency with database management for U.S. operational digester database
- Science or technical background
- 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.)

SSI Responsibilities Include

- Work with senior staff to schedule and arrange for SSI monthly meetings.
- Take meeting minutes and report action items resulting from the monthly meetings.

How to Apply: Email careers@ttcorp.com with your cover letter and resume to the attention of Brian Schorr, Operations Manager. Include "ABC/SSI" in the subject line.

5) **Marketing and Event Support**

The Biomass Thermal Energy Council (BTEC) and Renewable Energy Markets Association (REMA) (and other associations as needed) have a position available for expanding the groups' messaging and educational efforts through electronic and physical event coordination. This position requires the candidate be comfortable on the phone interacting with association members, event managers, and marketing professionals.

Responsibilities include:

- Webinar event support
- Support in developing in-person meetings (e.g. Workshops, association meetings)
- Soliciting interest from sponsors and partners for technical and informational workshops
- Coordinate with event speakers
- Draft event marketing materials, both electronic and traditional media
- Provide administrative support (e.g. meeting minutes, prep materials)

TERMS:

Starting date on or around September 4th with a commitment of at least three months; extensions are possible and determined by performance and needs.

TIME COMMITMENT:

40 hours a week.

COMPENSATION:

TTC will provide a 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 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 – 6:30 pm. Through the autumn, we are closed on Labor Day, Thanksgiving Day and Friday, November 23rd.

NEEDED ATTRIBUTES:

- Ability to work well within a team structure
- 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
- Regular Happy Hours

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