



November 23, 2009

## 2009-10 Alternative Energy Internship Opportunity

### Interested in Working Towards a Cleaner Environment?

Interested in an internship in the alternative/renewable energy field? Technology Transition Corporation (TTC) has a vacancy for an energetic and self-motivated student or career professional majoring in marketing or graphics and website development and is as committed to reducing our global carbon footprint as we are!

Technology Transition Corporation (TTC) is a management services company that assists organizations in bringing emerging energy products to market. We start up and manage non-profit industry associations and for-profit ventures in energy-related areas like hydrogen and fuel cells, and other areas such as carbon management, biomass thermal energy and electric power operations. 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))

We are searching for the right candidate to fill an internship vacancy for 3-12 months to assist staff in development of an exciting outreach program aimed at increasing education about alternative energy using websites, social networks and other tools. This position offers a challenging and real-time set of responsibilities that require strong interpersonal skills, creativity, initiative and the ability to multitask by supporting multiple parts of this project as a direct report to a TTC senior manager.

#### **RESPONSIBILITIES:**

Most responsibilities relate to a 3-year old public outreach program of the Hydrogen Education Foundation (HEF) called H2 and You. It is designed to increase education about hydrogen by providing fun and informative ways for people to interact and share information with others to increase their understanding of this often misunderstood alternative fuel. In 2009, the program was supported by the U.S. Department of Energy, Daimler, Proton Energy, Shell Hydrogen, Xcel Energy and others. Interns will have direct contact with many people at these organizations who make up the hydrogen and alternative energy industries.

Specific responsibilities include but are not limited to:

- Assistance in improving key features of various websites/pages to make them more functional, educational and easier to navigate. See [www.H2andYou.org](http://www.H2andYou.org) and the related social networking pages.
- Contacting and encouraging others to contact members of Congress
- Monitor and evaluate clients' media coverage.
- Monitor growth of various social network tools
- Write and present monthly progress reports on media and social networking activity to the H2 and You Steering Committee and the HEF Board of Directors.
- Create and host educational webinars including the development of creative powerpoint slide sets
- Some domestic travel to take photographs, video and build relationships with companies in the hydrogen industry.
- Manage vendors as needed such as graphic artist who design merchandise.
- Create interactive educational tools such as photo contests, quizzes, etc.
- Provide advice on ways to improve messaging within press releases and promotional material for existing and prospective clients.

## **ARE WE LOOKING FOR YOU?**

*This internship is open to college students, recent graduates, and more seasoned professionals seeking a new opportunity in alternative/renewable energy.*

This full-time internship provides an excellent opportunity for individuals who are looking to blend the use of project management skills, initiative and writing with the creativity, interpersonal skills and willingness to explore new ideas needed for this ambitious outreach program. Candidates who have a degree or are pursuing one in the areas of communications, journalism, website/graphics design and development, energy and the environment are often best suited to this position. Additional opportunities may be available for more skilled candidates.

The ideal candidate requires exceptional verbal and written skills. Proficiency in MS Office (i.e. Word, Excel, and PowerPoint) and DreamWeaver is required. Other attributes needed for this position include knowledge of Salesforce, the ability to work well in teams, great organizational skills, and high degree of accuracy, dependability and confidentiality.

## **ARE YOU LOOKING FOR US?**

*This is an excellent way to work with the leaders in this industry and actively engage in the transition to a clean energy economy.*

TTC is a small company of 11 full-time employees with broad interests and backgrounds, bounded together by our passion for a carbon/pollution-free energy economy and cleaner environment. This internship offers significant work-related experience and networking contacts to apply towards one's professional portfolio. If applicable, TTC will be happy to work with the person's university or institution of higher learning to grant credit towards one's diploma for a successful internship.

Our office is headquartered in DC's Golden Triangle Business District between Dupont Circle and Farragut Square. We have convenient access to three nearby Metro Stations servicing the Red, Blue, and Orange lines, with branch offices in California and the United Kingdom.

## **LENGTH OF INTERNSHIP:**

Internship positions are full time and may begin immediately and end within 3-12 months at an agreed date discussed with your manager.

## **COMPENSATION:**

TTC will provide a stipend of \$500/month for full-time work. We cannot provide compensation for personal/sick time off or holidays but interns may opt to make up lost hours within our flexible working environment.

## **HOURS:**

TTC is open Monday – Friday from 8:30 am – 5:30 pm. During the upcoming holiday season, our Washington office is closed on Thanksgiving Day, Friday, November 25<sup>th</sup>, Christmas Day and New Year's Day.

## **HOW TO APPLY:**

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

## Technology Transition Corporation Application for Internship

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>	<i>YES</i>	<i>NO</i>
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 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, Operations Manager  
1211 Connecticut Avenue, NW  
Suite 600  
Washington, DC 20036-5802