



TECHNOLOGY TRANSITION CORPORATION

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Autumn 2016 Fellowships Available for Environmental Non-Profits

Interested in gaining experience in the environmental/clean energy field? Want to get firsthand exposure to organizations leading the way towards a clean energy economy? Technology Transition Corporation (TTC, www.ttcorp.com) maintains five fellowship positions available for its non-profit clean energy associations year-round and we are currently seeking interested candidates for the upcoming Autumn term.

FELLOWSHIP POSITIONS AVAILABLE:

We are seeking fellows with college-level, graduate, and recent graduate-level experience and 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 active in the programs TTC manages. The fellowships include projects in Communications and Outreach with TTC's client organizations and are divided amongst the clients, to include bioenergy and hydrogen/fuel cells.

BIOGAS:

For this fellowship, we are seeking qualified college-level, graduate students and recent graduates and/or individuals with experience in Communications and looking to expand their knowledge of biogas, AD technology and clean energy, and apply their knowledge gained and skill sets towards real-work projects and activities.

The fellowship supports the American Biogas Council, in support of membership development, database updating, communications, and speaking invitations. This position requires the candidate have strong communication skills. The ideal candidate should also have familiarity with sustainable agricultural and/or wastewater treatment practices, and some policy-related assignments may be provided to interested fellows.

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 reading 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

Skills:

- Proficiency with database management for U.S. operational digester database
- Proficiency with MS Excel
- Experience with the analysis of data to create fact sheets, tools and/or educational resources preferred
- Science or technical background preferred
- 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.)

HYDROGEN/EDUCATION:

TTC has a full-time opening for a student or recent graduate with writing and communications experience to assist staff in support of TTC's clients related to hydrogen and education. These clients include: California Hydrogen Business Council (CHBC, ~60%, www.californiahydrogen.org), Hydrogen Student Design Contest (~40%, www.hydrogencontest.org). Responsibilities include:

- 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
- Social Media Support
 - Collecting and reviewing existing education materials on hydrogen and fuel cells in California
 - Promote activities on common social media platforms
- Hydrogen Student Design Contest
 - Assistance with communications and promotion of the current and next HEF's Hydrogen Student Design Contest
 - Interaction with participating students, professors and judges to raise awareness on the Contest, develop communications and drive participation in the annual contest.

BIOMASS:

The third Communications and Outreach position supports senior staff to plan and execute several events and activities of our Biomass clients, including the Biomass Thermal Energy

Council (BTEC, www.biomassthermal.org) and the Pennsylvania Biomass Energy Association (PBEA, www.supportpabiomass.org). Events include, but are not limited to, conferences, organization meetings, and upcoming webinars. The position requires the candidate be able to communicate effectively with volunteer members of various event organizing committees and reach out to members to coordinate association functions in conjunction with those events. Responsibilities for this position include:

- Arrange and participate in Steering Committee, Program, and other planning calls. Follow up on action items resulting from those calls.
- Work with senior staff to prepare materials to distribute at events, including promotional literature and member information.
- Assist in designing member meet-and-greet functions in conjunction with events and work with Conference organizers to ensure available space and accommodations.
- Communicate with members and prepare information related to upcoming sponsored webinars.

The ideal candidates should have well developed writing skills and preferably some Communications experience. 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, Director of Operations. Include “TTC Fellowship” in the subject line.

TERM:

All positions will become available beginning in mid to late September through January. Extensions will be considered as determined by performance and needs.

TIME COMMITMENT:

40 hours a week.

COMPENSATION:

TTC will provide a firm stipend of \$500/month for full-time work, including holidays that TTC is closed, 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.

HOURS:

TTC is open Monday – Friday from 8:30 am – 5:30 pm. Through the term, we are closed on Thanksgiving weekend (November 24-25), Christmas Day (December 26), and New Year’s Day (January 2).

NEEDED ATTRIBUTES:

- Ability to work well within a team structure
- Professional appearance and demeanor

- High degree of accuracy, dependability and confidentiality
- 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