



June 2, 2017

## Clean Energy Communications & Operations Assistant Position Available

### INTERESTED IN GROWING CLEAN ENERGY INDUSTRIES?

Technology Transition Corporation (TTC) has an immediate full-time opening for an energetic entry-level individual that is motivated to promote clean energy technologies and build a career in the clean and renewable energy sphere. This position will support the California Hydrogen Business Council (CHBC), the State's industry association for zero emission hydrogen and fuel cell energy technology, the Hydrogen Education Foundation (HEF) and the Biomass Thermal Energy Council (BTEC), the national trade association for the modern wood heating industry in the US.

The candidate will fill a Project Assistant-level position focused on:

- **CHBC and BTEC operations, and management, and Board of Directors support**
- **Membership services, retention, and development**
- **Communications support** for hydrogen and fuel cell events and to help expand markets for sustainable use of wood for heating and other thermal applications, such as combined heat and power and cooling
- **Event development support** for workshops, industry conferences, tours and webinars
- **Support for educational activities** for college and university students related to a hydrogen and fuel cells competition

The candidate will work with key stakeholders, the CHBC and BTEC Board of Directors, and federal and state agencies to elevate the sectors' visibility within the clean energy sphere and "mainstream" hydrogen in energy markets and high-efficiency wood heating technology. This position offers a dynamic and diverse set of responsibilities that require professional interpersonal skills, initiative, the ability to multitask, and the ability to quickly learn and synthesize policy, technical, and financial information.

This position also offers an opportunity for professional development and growth within clean energy industries by meeting with trade association members, helping to plan industry events, and attending industry-related events in Washington, DC and California. The candidate will also gain real-world association management and business development skills.

### ABOUT TTC

TTC provides technical, advocacy, consulting, and management services to 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. We create and manage non-profit industry associations—such as the Biomass Thermal Energy Council—and for-profit ventures in energy-related areas such as biomass thermal energy, biogas, hydrogen and fuel cells, environmental engineering, electric power operations, and energy conference and event planning.

## QUALIFICATIONS

This full-time position is open to candidates starting their energy-related careers with a strong interest in clean and renewable energy, strong communications skills, and policy interest to grow into a leadership position. Applicants must have a desire to develop professionally by attending industry and policy-related events, and by networking with strategic partners.

The ideal candidate meets the following qualifications:

- **Excellent organization and administrative skills, and attention to detail** - the ability to support staff in the association's daily operations and track progress on CHBC's and BTEC's strategic goals
- **Exceptional interpersonal skills** – the ability to speak and write professionally to business leaders, association members, government employees, and other stakeholders
- **Excellent professional and persuasive communications skills** – the ability to write and speak clearly on the associations and the hydrogen fuel cell and modern wood heating industry to prospective members, the general public, and potential partners
- **Ability to learn quickly** – familiarity with the industry is not required, but the candidate must be able to synthesize information on a diverse set of topics, such as hydrogen use in electric vehicles, stationary fuel cell systems, high-efficiency wood combustion systems, sustainable forest management, and wood heating economic conditions
- **Motivated and self-starter** – the candidate must be able to work within a fast-paced office environment, take on leadership within the associations, search for potential business development opportunities, and independently make connections with strategic stakeholders
- **Familiarity with database and website management software is a plus**

## RESPONSIBILITIES

This position reports to CHBC and BTEC managements and Directors, and works with the Events Coordinator for these clients. The position also maintains a close relationship with associations' committee chairs, Directors, and members. The candidate should have the ability to provide stakeholders an overview of the associations' interests and work, and will be able to serve as resource for general questions on the associations and the industries.

Specific responsibilities include, but are not limited to:

- Support the daily operations of the associations by answering email and phone inquiries, scheduling meetings and calls, and preparing materials for staff and leadership
- Support management and the Board of Directors by scheduling quarterly Board calls and monthly Executive Committee calls, preparing meeting agendas, recording and distributing meeting minutes, and following up on action items
- Support committees, working groups and sector action groups by maintaining regular contact with committee chairs, organizing committee meetings, and following up on committee activities and actions
- Support the Events Coordinator in planning industry events by helping to develop agenda content, contacting potential speakers and attendees, working with event planning volunteers, and assisting in other event logistics as requested
- Manage membership recruitment and retention by following up with delinquent members, contacting prospective members, strengthening relationships with current members, and providing membership development support to the Board of Directors

- Create, collect, and disseminate strategic communications materials with support from the Strategic Communications groups
- Support the development of regular columns to industry publications
- Develop the regular newsletters in Constant Contact
- Maintain and update the association websites and membership and contact information in Salesforce
- Research and propose business development opportunities and new partnerships for the associations
- Support TTC management in work appropriate for the candidate's skill set and experience

## WORK COMPENSATION AND BENEFITS

- Starting salary is \$32,000. A six-month review is conducted with salary adjustments based on merit. Annual merit increases and promotions are based on mutual employee and supervisor performance reviews
- 100% Company-paid health, life, long-term disability, and optional dental insurance
- 401(k) Plan
- 10 paid vacation days and up to 10 paid sick/emergency leave days (vacation increases with longevity)
- 10 paid holidays each year
- Convenient Washington, DC location near Dupont Circle
- SmartBenefits® for public transportation

## REQUIREMENTS

The position requires a time commitment of 40 hours per week. TTC operating hours are 8:30 AM to 5:30 PM, although the CHBC California work often benefits from individuals working hours that begin and end later

## TTC'S CLIENTS

Like all staff, beyond the principal CHBC and BTEC engagement, the candidate may engage with other TTC client associations and foundations as needed, which are:

- American Biogas Council ([www.AmericanBiogasCouncil.org](http://www.AmericanBiogasCouncil.org))
- Biomass Thermal Energy Council ([www.biomassthermal.org](http://www.biomassthermal.org))
- California Hydrogen Business Council ([www.CaliforniaHydrogen.org](http://www.CaliforniaHydrogen.org))
- Clean Energy Research and Education Foundation ([www.CEREF.org](http://www.CEREF.org))
- Hydrogen Education Foundation ([www.HydrogenEducationFoundation.org](http://www.HydrogenEducationFoundation.org))
- International Biochar Initiative ([www.biochar-international.org](http://www.biochar-international.org))
- Pennsylvania Biomass Energy Association ([www.SupportPABiomass.org](http://www.SupportPABiomass.org))
- Association of Environmental Engineering and Science Professors ([www.aeesp.org](http://www.aeesp.org))
- AEESP Foundation ([www.aeespfoundation.org](http://www.aeespfoundation.org))

## HOW TO APPLY

Fill out and send the attached application along with a cover letter and resume in PDF format to the attention of Brian Schorr, Director of Operations, at [careers@ttcorp.com](mailto:careers@ttcorp.com).

## Technology Transition Corporation Application for Position

Date of Application:		Starting Dates Available to Work:	
Referral Source:			
Full Name:			
Permanent Address:			
Current Address:			
Telephone:		Email Address:	
Emergency Contact:		Emergency Phone:	

<b><i>Please answer the following questions:</i></b>	<b>YES</b>	<b>NO</b>
(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?

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 Brian Schorr at [careers@ttcorp.com](mailto: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

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