



May 13, 2015

**Technology Transition Corporation  
Website Designer Position Announcement**

**Interested in Growing Clean Energy Industries?**

**ABOUT TTC:**

Technology Transition Corporation (TTC) is a management services small business company of eight full-time employees that assists organizations in bringing emerging energy products to market. We start up and manage multiple non-profit industry and academic associations and for-profit ventures in energy-related areas like biogas/AD, hydrogen and fuel cells, biomass thermal energy, electric power operations, and environmental engineering. 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))

**THE POSITION:**

TTC is seeking a self-motivated, dependable, and detail-oriented website professional with experience in Drupal, ASP, and WordPress and has a strong interest in clean energy and wishes to grow with our company as it grows.

**This position is ready to be filled immediately** and requires the applicant be ready to manage websites for multiple client associations and provide assistance for client newsletters and other educational materials. We're looking for designer with website coding capability who has a basic foundation to build from with strong communication skills and provides 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](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))
- Renewable Energy Markets Association ([www.RenewableMarketers.org](http://www.RenewableMarketers.org))
- Association of Environmental Engineering and Science Professors ([www.aeesp.org](http://www.aeesp.org))
- AEESP Foundation ([www.aeespfoundation.org](http://www.aeespfoundation.org))

***Responsibilities:***

In addition to TTC's website, the candidate will be responsible for maintaining TTC's seven active client associations' websites. The ideal candidate will bring their skills to bear in development of new sites and be equipped to manage front-end and back-end maintenance. Additionally, the candidate will be expected to keep track of website domain registration expirations and interact with web hosts as needed. While not required for this position, experience with graphics design and desktop publishing is an advantage. Due to the broad nature of this position, you will become a key part of each sub team within our business.

**NEEDED ATTRIBUTES:**

- Excellent project management, organizational and teamwork skills.
- Attention to detail while keeping the overall project on track.

- High degree of accuracy, dependability and confidentiality.
- Professional appearance and demeanor.

**SKILL AND EDUCATIONAL REQUIREMENTS:**

- Bachelor's degree and minimum 1-2 years relevant work experience.
- 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.

**WORK COMPENSATION AND BENEFITS:**

- Commensurate with experience in the range of \$35-50k/year plus benefits. Merit increases and promotions are considered annually based on performance and supervisor satisfaction.
- Company-paid health, life, long-term disability, and optional dental insurance.
- 401(k) Plan; profit-sharing bonus plan; corporate stock ownership plan.
- Paid vacation and sick/emergency leave.
- 10 paid holidays each year (increases with longevity).
- Convenient Washington, DC location accessible to the Dupont Circle, Farragut North and Farragut West Metro stations.
- SmartBenefits<sup>®</sup> contribution for public transportation
- Clean environment with friendly staff.

**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 to the attention of Brian Schorr, Director of Operations at [careers@tcorp.com](mailto:careers@tcorp.com).

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](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 20036-5802