



May 19, 2017

Wood 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 renewable energy sphere. This position will support 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:

- **BTEC operations, and management, and Board of Directors support**
- **Membership services, retention, and development**
- **Communications support** to help expand markets for sustainable use of wood for heating and other thermal applications, such as combined heat and power and cooling
- **Policy support** for initiatives that provide appropriate incentives and funding opportunities for modern wood heating

The candidate will work with key stakeholders, the BTEC Board of Directors, and federal and state agencies to elevate the sector's visibility within the clean energy sphere and "mainstream" 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 the industry by meeting with trade association members, helping to plan industry events, and attending industry-related events in Washington, DC. 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 position is open to entry-level candidates just out of school with a bachelor's degree, or starting their energy-related careers, in relevant areas of study or experience (e.g. in environmental science and policy, business administration, environmental and energy engineering, or communications). This full-time position provides an excellent opportunity for individuals with a strong interest in clean and renewable energy, strong communications skills, and policy interest to grow into a leader within the bioenergy sector. 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 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 association and the modern wood heating industry to prospective members, the general public, and potential partners, with an emphasis on the benefits of supporting BTEC and adopting modern wood heating technologies
- **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 high-efficiency wood combustion systems, sustainable forest management, wood heating economic conditions, and energy and tax policy
- **Motivated and self-starter** – the candidate must be able to work within a fast-paced office environment, take on leadership within the association, search for potential business development opportunities, and independently make connections with strategic stakeholders
- **Renewable energy policy interest** – opportunities to attend events at the US Forest Service, US Department of Energy, and Capitol Hill, and to work with a professional lobbyist, are available
- **Familiarity with database and website management software is a plus**
- regulators in furthering energy policy and renewable energy goals.

RESPONSIBILITIES

This position reports to the BTEC management, which includes the Executive Director and the BTEC Technical Engagement Manager, and works with the BTEC Events Coordinator. The position also maintains a close relationship with BTEC committee chairs, Directors, and members. The candidate should have the ability to provide stakeholders an overview of BTEC's interests and work, and will be able to serve as resource for general questions on BTEC and the industry.

Specific responsibilities include, but are not limited to:

- Support the daily operations of BTEC by answering email and phone inquiries, scheduling meetings and calls, reviewing monthly financial information, and preparing materials for BTEC staff and leadership
- Support BTEC 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
- Serve as the primary staff contact to BTEC's Policy and Government Affairs Committee and BTEC's Strategic Communications Working Group by maintaining regular contact with committee chairs, organizing committee meetings, and supporting committee activities

- Manage BTEC 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 BTEC Board of Directors
- Create, collect, and disseminate strategic communications materials with support from the BTEC Strategic Communications Working Group
- Contribute regular columns to *Biomass Magazine* and other industry publications with support from BTEC management and members
- Develop the regular BTEC Member Exclusive and BTEC Non-Member Brief with Constant Contact
- Maintain and update the BTEC website using Adobe Dreamweaver
- Maintain and update BTEC membership and contact information in Salesforce
- Support the BTEC Events Coordinator in planning industry events by developing agenda content, contacting potential speakers and attendees, working with event planning volunteers, and assisting in other event logistics as requested
- Represent BTEC at industry and networking events
- Represent BTEC at US Forest Service wood energy sector communications meetings
- Research and propose business development opportunities and new partnerships for BTEC
- 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. Annual merit increases and promotions are based on mutual employee and supervisor performance reviews
- Company-paid health, life, long-term disability, and optional dental insurance
- 401(k) Plan
- Paid vacation and sick/emergency leave
- 10 paid holidays each year (increases with longevity)
- Convenient Washington, DC location near Dupont Circle
- SmartBenefits® for public transportation

TTC'S CLIENTS

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

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

HOW TO APPLY

Send cover letter and resume in PDF format to the attention of Brian Schorr, Director of Operations at 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:	

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