



National Biodiesel Board
1331 Pennsylvania Ave., NW
Washington, DC 20004
(202) 737.8801
www.biodiesel.org

National Biodiesel Board Government Affairs Intern

Job Description

The National Biodiesel Board (NBB) is the national trade association representing the biodiesel industry as the coordinating body for research and development in the US. It was founded in 1992 by state soybean commodity groups, who were funding biodiesel research and development programs. Since that time, the NBB has developed into a comprehensive industry association, which coordinates and interacts with a broad range of cooperators including industry, government, and academia. NBB's membership is comprised of state, national, and international feedstock and feedstock processor organizations, biodiesel suppliers, fuel marketers and distributors, and technology providers.

Mission Statement: The mission of the National Biodiesel Board is to advance the interests of its members by creating sustainable biodiesel industry growth. NBB serves as the industry's central coordinating entity and will be the single voice for its diverse membership base. Industry growth will be achieved through public affairs, communications, technical and quality assurance programs. We are dedicated to inclusiveness and integrity.

Vision 2015: Our vision of the future is that by 2015, biodiesel will be viewed as an integral component of a national energy policy which increasingly relies on clean, domestic, renewable fuels. Positive market dynamics coupled with federal counter-cyclical policy will support a significant and stable market. Sales, primarily in the form of low level biodiesel blends, will replace 5% of diesel demand by 2015. Energy security and environmentally driven uses, such as B20, remain a significant and visible source of demand. Grassroots involvement remains a strong and vital strength of the industry.

Intern Qualifications:

- Self-starter, flexible and able to manage multiple tasks
- Adequate computer skills or ability to quickly learn various computer programs including: Microsoft programs (Excel, Outlook and Word), and other database programs
- Clear and concise writing for newsletter, hearing/briefing write-ups and facts sheets
- Efficient, accurate, and timely research for program information
- Effective communication skills
- Ability to work closely and independently with NBB staff
- Openness to expressing new ideas and capacity to produce questions that will further NBB's mission.

Intern Responsibilities:

- May attend NBB conferences or other conferences
- May contribute articles for the *Biodiesel Magazine*, *The Member Minutes*, *The NBB Biodiesel Bulletin* and other online and written publications
- Attend and take detailed notes on Congressional hearings, briefings, meetings, or programs around the DC area that will provide NBB with valuable and relevant information.
- Maintain and update NBB's website
- Research information for relevant NBB projects
- Assist policy staff with writing, updating and/or proofing letters, fact sheets and other documents relating to policy issues
- Work with communications staff writing articles, comments and press releases
- Assist with research on industry issues
- Assist in other daily tasks and research projects as needed.

Internship Application Requirements:

The NBB internships require a commitment of 20-40 hours per week.

Timeframe is flexible, but please specify the time period during which you seek the internship.

To apply please submit the following to Larry Schafer at lschafer@biodiesel.org

(Electronic submissions are preferred):

- a) cover letter explaining your interests and what you hope to gain through an NBB internship
- b) current resume, list of publications if applicable
- c) writing sample, two-five pages in length
- d) unofficial transcript

Position is unpaid.

For more information contact:

Larry Schafer

lschafer@biodiesel.org

National Biodiesel Board (D.C. Office)

1331 Pennsylvania Ave., NW

Suite 512

Washington, DC 20004

Phone: (202)737-8801

Fax: (202)737-9411

Thank you for your interest.