Vision of Curriculum and Instruction Department

SEI's mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide. Since 1991, SEI has provided training for all levels of professionals within the solar electric industry; whether a person is new to the industry or wants to expand their skills - from grid-tied to battery-based to O&M - from residential to utility-scale to microgrids. The Curriculum and Instruction Department is responsible for ensuring that our online, in-person, hands-on, and contract trainings are industry-leading and delivered to SEI's standards in the appropriate language.

Job Description: Successful candidates for our Bilingual (Spanish/English) PV Curriculum Developer position will: combine PV technical knowledge with the ability to effectively communicate these concepts to various audiences; enthusiastically participate and communicate in a team environment while being self-directed; engage in evolving SEI's educational models; meet deadlines; and continuously strive to meet SEI's standard of quality and professionalism with our instruction.

Curriculum Development
- Technical editing and developing of SEI's PV curriculum, including PowerPoints, exercises, quizzes, and videos for online and in-person trainings, including:
    - Updating course curriculum, structure, and format
    - Interpreting English curriculum and translating with correct terminology and technical accuracy
    - Ensuring online and in-person course are cohesive
    - Soliciting, tracking, and implementing instructor feedback
    - Participating in the development of new PV courses and SEI textbooks
    - Developing conference and contract curriculum

Instructor
- Instruct PV courses in-person and online, as needed

PV Team Member
- Attend weekly PV Team meetings, participate on subcommittees, and engage in SEI staff meetings
- Represent SEI at industry conferences
- Participate in SEI's annual PV instructor training
- Assist registration staff with student placement and technical questions from the public

SOLAR ENERGY INTERNATIONAL

39845 Mathews Lane, Paonia, CO 81428
phone: 970-527-7657 | fax: 970-527-7659 | email: sei@solarenergy.org | www.solarenergy.org

Preferred Qualifications

- Minimum 3 years of experience installing and designing PV systems, plus a strong technical understanding of best practices, industry standards, and the National Electrical Code
- Minimum 2 years of experience creating curriculum and/or instruction
- NABCEP Certified Solar PV Installation Professional
- IREC Certified preferred
- Excellent organizational skills; attention to detail and aesthetics
- Native Spanish speaker, fully bilingual in Spanish/English languages
- Outstanding Spanish spelling and grammar
- Ability to work and communicate well in a team environment, under tight deadlines, and adapt to new situations
- Experience and expertise using MS PowerPoint and MS Office, Adobe Illustrator, CAD, and other industry-specific software
- Ability to work self-directed in an online, virtual environment and with a remote team
- Ability to communicate effectively with co-workers via email and Skype
- Requires occasional travel to SEI, conferences, and other SEI trainings

Salary and benefits

This position is part time (20-24 hours/week), based remotely but will involve a few weeks a year at SEI's home office and lab facility in Colorado. Hourly wage dependent on experience.

To Apply

Applications due August 20th, 2018. Ideal start date is October 1st, 2018. To apply, please submit your resume, including industry-specific training, cover letter, and three references in one combined PDF to jobs@solarenergy.org.