



**SOLAR ENERGY
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OFFICE MANAGER AND EXECUTIVE ASSISTANT JOB DESCRIPTION

Purpose of Office Manager and Executive Assistant

SEI's mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide. The Office Manager is a key part of this mission, as they are the friendly and helpful person who greets all students and visitors to the SEI Campus in Paonia, Colorado. This position ensures that the Paonia staff have the office resources to do their jobs and supports in-person workshops. This position provides support for the Executive Director.

Approximately 25 hours/ week will go to Office Management responsibilities and approximately 15 hours/week will be for Executive Assistant responsibilities.

This is a 40-hour/ week position that works from the Paonia office. Hours from April – October are 8:00am – 4:00pm and 9:00 – 5:00pm from November – March.

Supervisor: Executive Director

Year Round Office Manager Responsibilities

- Meet and greet guests who visit the Paonia Campus and direct to the appropriate person at SEI
 - Give tours to visitors, as requested
- Enter general public contacts into SEI's database
- Oversee contracts for, schedule maintenance of, and troubleshoot office equipment
- Order, organize, and restock office supplies
- Manage petty cash
- Oversee the organization and cleanliness of the office building, manage the contract cleaner, and keep the office tidy in between cleanings
- Manage the Paonia store. This includes working with the Student Services and Financial Departments on the Point of Sale software (Square); conducting sales; working with the Marketing Department on inventory and restocking; and ordering books for in-person courses and shipping to online students.
- Assist Student Services Department with registration of students during busy times
- Answer the phone and transfer to the appropriate person
- Serve as the back-up person for printing and shipping when the Student Services position is on vacation.

Executive Assistant Responsibilities (year-round)

- Assist Executive Director with answering emails, phone calls, scheduling meetings, and ensuring timely responses to all inquiries
- Maintain IREC accreditation



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- Assist the Executive Director with creating and fostering a positive and supportive work environment. This includes celebrating staff birthdays and sending out cards and gifts.

Summer Responsibilities (year-round)

- Check-in students on Monday morning and assist the Workshop Coordinator as needed
- Supervise the social activities as performed by the Americorps VISTAs or worktraders
- Supervise Paonia-based worktraders and VISTAs, as needed

Meeting Responsibilities

- Organize the logistics for Board meetings and take the notes and minutes
- Schedule and take minutes for all OC meetings. Work closely with the Executive Director to create the agenda.
- Schedule and take minutes for quarterly all-staff meetings
- Schedule and take minutes for Paonia staff meetings
- Schedule and take minutes for Financial Department meetings
- Schedule and take minutes for the Business Development Department meetings
- Take minutes for Student Services meetings

Other Duties:

- Assist Workshop Coordinator with organizing the logistics for special events, including Instructor Training and Paonia-based contact trainings.
- Coordinate the hiring process, including posting the job, scheduling interviews, communicating with applicants, and working closely with the hiring committee to ensure timelines are met

Qualifications:

- A minimum of 4 years of previous administrative experience, ideally as office manager or executive assistant
- Capable of prioritizing tasks and navigating through seasonal surges in workload
- Ability to uphold confidentiality
- Proven ability to take initiative and work well with minimal supervision
- Strong organizational skills and attention to detail
- Ability to maintain good attitude and sense of humor during a very busy workshop season
- Energetic and able to positively interact with students and the community.
- Experience with MS Office, Google, databases, and office equipment
- Excellent written and verbal skills
- Adaptable team player
- Committed to the SEI vision and mission

Benefit Package:

The starting hourly rate is \$17. Benefits include the following: participation in SEI's medical insurance plan or insurance stipend, paid personal days, paid holidays, paid vacation time, and participation in SEI's Simple IRA plan.



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To apply, please send your resume, cover, and three references to jobs@solarenergy.org.
Deadline to submit application is: 6/10/19.