**SEI Training Manager**

This is a full-time position based out of our Paonia office. This position is responsible for organizing all of Solar Energy International’s renewable energy trainings. The Training Manager works with and schedules staff and over 70 contract instructors for online, in-person, lab, contract, and event classes, and handles all related logistics. This position will work closely with SEI’s Director of Curriculum and Instruction.

**Immediate Supervisor:** Director of Curriculum and Instruction

**Specific Duties Include:**

**Trainings**
- Create an annual schedule of in-person (Paonia, Costa Rica) and online trainings
- Schedule Instructors for all online, in-person (Paonia, Costa Rica, Oman, satellite), lab, conference, contract, webinar, and any other type of training.
- Confirm classroom location for all in person trainings and work with local coordinators to ensure that the classroom logistics are taken care of for all trainings.
- Set up and tear down the Paonia classroom with Office Manager
- Arrange and communicate all lodging, ground transportation, and other logistics for all instructors and staff coming to the Paonia campus, Costa Rica campus, and traveling for all contract trainings and conferences.
- Work with Notebook Coordinator to secure finished notebooks for all in-person classes.
- Create a schedule for each training including tours and/or guest speakers
- Work closely with contracting entity (for contract trainings) to ensure a smooth and successful training

**Instructors**
- Cultivate and hire the Instructor team
- Onboard new Instructors
- Schedule instructors, write instructor contracts, ensure the return of signed contracts and W-9s
- Provide Instructors with all the resources and information they need to deliver the training
- Facilitate direct feedback between instructors and staff
- Work closely with instructors to ensure all problems are solved
- Provide documentation to Instructors for their NABCEP and IREC applications

**Student Services**
- Update the student confirmation emails with relevant class and location information.
- Email students before the start of each training with class information.
- Help with database and website maintenance: link Instructors in the ICM to the class taught; import grades; update Instructors on website; input class list corrections
- Support Student Services team and students with questions
- Maintain Paonia Resource Guide for students
General

- Report to, bring issues to, and bring program perspective to discussions with the SEI Teams--PV team, Student Services team, and Marketing team
- Coordinate the annual Staff and Instructor Trainings and PV Team Rally Week.
- Oversee PV Hands-On, and PV Online budgets.

Qualifications:

A minimum of two years of related experience. Event planning experience is a plus. Must be able to multi-task, be detail-oriented, and have demonstrated organizational skills as well as the ability to maintain good attitude and sense of humor during a very busy training season. Must have experience with MS Office, excellent written and verbal skills, and be a team player who is able to adapt to new situations. Preference given to applicants with prior knowledge of renewable energy, however, this position is expected to take SEI's PV101: Solar Electric Design and Installation online course.

Salary and benefits:

Salary $20.00 per hour. This is a full time 40 hours per week position.

Additional benefits include health insurance stipend, paid time-off, and a retirement package. Solar Energy International is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

To Apply:

Applications due November 19, 2021. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to jobs@solarenergy.org.