Solar Energy International (SEI) is a 501(c)3 non-profit education organization with a mission to provide industry-leading technical training and expertise in renewable energy to empower people, communities and businesses worldwide. Founded in 1991, SEI has trained more than 80,000 people from around the world. As an organization, we are passionate about renewable energy and committed to offering the highest quality, unbiased renewable energy training.

Position Description
Reporting to and in partnership with the Executive Director, the Director of Human Resources will play a key role in scaling this organization.

This is a 24 hour/week part time position located at our headquarters in Paonia, Colorado however we will consider remote work for the right candidate. Will require travel to HQ once per month during lab season.

-Supports the design, planning, and implementation of Organizational Development programs, policies, and procedures. Supports key processes including cultural on-boarding, benefits enrollment, employee and contractor relations, partner liaison, performance management, workers’ compensation, leaves of absence, compliance, and offboarding.

-Supports inclusion of our Diversity, Equity, and Inclusion (DEI) principles in key HR processes.

-Leverages key performance metrics to enable accurate and valid measurement of workforce performance and employee experience.

-Identifies areas for improvement and proposes appropriate interventions.

-Provides organizational consulting, coaching and facilitation. Responsible for conflict resolution as needed with the support of DEI Director and appropriate staff members.

-Recruiting new contract instructors when needed and works in collaboration with training manager to define this need

Key Responsibilities

Align Culture with Strategy and Embed It in Processes:

- With direction from the Executive Director, consult with leaders across the organization to continuously reinforce the culture and values, and embed them in key processes (Performance Management, Development Planning, Talent Review, Leadership Development, Talent Mobility, On-boarding).
• Collaborate with DEI Director and DEI committee to ensure DEI principles are embedded in our organization.

**Align Culture And Leadership Behavior**

• Ensure that required culture and values are translated to leadership behavior. Ensure accountability for leadership behavior through performance management, employee and contractor engagement surveys, 360 feedback, or other instruments.

**Define, Measure and Continuously Improve Employee and Contractor Experience and Value Proposition:**

• Collaborate with leaders and colleagues globally to define and measure the employee and contractor experience using surveys, listening tools, etc. and to improve employee and contractor experience and value proposition.

**Advise And Facilitate Organizational Transformation**

• Provide coaching, consulting and facilitation support to SEI leaders and colleagues as we implement major organizational change. Use consulting and facilitation tools to support definition of organizational structure, job design, processes, and strategic organizational planning. Responsible for conflict resolution as needed with the support of DEI Director and appropriate staff members.

**Management & Additional Responsibilities.**

• Participate in SEI’s Operating Committee
• Oversee and develop budget and monitor expenses
• Manage outside consultants as necessary

**Requirements**

• Degree in HR, labor relations, or organizational development.
• 5+ years of related HR experience.
• Knowledge of accounting principles pertaining to payroll.

**Preferred Qualifications**

• 3 years of Diversity, equity and inclusion experience
• Non-profit experience or affiliated organization experience preferred
• Management consulting experience in organizational development/culture/change a plus
• Bilingual Spanish Speaker
• Change management expertise preferred
Humility – We are part of something bigger than ourselves.

Courage – We do what’s right, even when it is difficult or unpopular.

Accountability – We take personal responsibility for SEI’s mission.

Positive attitude, high level of energy and excitement about what SEI is doing to create a worldwide workforce for the most critical industry in the world.

Understands how to keep people focused on the goal – has experience with influencing people and project management.

Exceptional people skills – asks questions and listens carefully to capture the details and find the connections that others will care about. This is a person who is curious about the “why” and the impact, who wants to understand all the aspects that will contribute to an employee’s success.

You are a people whisperer with a strong lens on DEI: You proactively build meaningful and authentic relationships with your remote and on-campus team members and have a gift for creating inclusive spaces in every interaction. You instinctively balance empathy and accountability, and are able to put team members at ease in their most vulnerable moments, especially when there are cultural differences and/or communication barriers. You value diverse perspectives, seek feedback to inform your work, and innately keep those on the margin of mind, which contributes to an inclusive environment.

You KNOW and LOVE HR: You think, breathe, and eat HR. Your expertise shows up in your ability to quickly and effectively respond to the scope of responsibilities. You are driven and agile, instinctively adapting your approach to fit the unique context.

Your customer service is legendary: You know and believe that HR is all about customer service and you keep the customer service experience of team members top of mind. Your time management is impeccable, and you take pride in your ability to ensure 100% follow through on every task and consistently meeting deadlines.

Featured benefits: Medical insurance stipend, Simple IRA, Paid parental leave. Part-time salary range $30K - $40K

*This is a 24 hour/week part time position located at our headquarters in Paonia, Colorado but will require travel to HQ once per month if remote.

To Apply:
Applications due December 1, 2021. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to jobs@solarenergy.org.

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.