Human Resource Administrator Job Description

Solar Energy International (SEI) is a 501(c)3 non-profit education organization. Our purpose is to empower students, alumni, and partners to expand a diverse, inclusive, well-trained, and educated solar electricity workforce. Our aim is to mitigate climate change, promote sustainable economic growth, and support energy independence. Founded in 1991, SEI has trained more than 85,000 people from around the world.

Position Description

Reporting to Executive Director, the HR Administrator will play a key role in maintaining operational tasks of the HR Department.

This is a 24 hour/week part time position able to be worked remotely and requires regular, almost monthly travel to Paonia, CO headquarters.

General Purpose

Assists with the day-to-day tasks of the human resources department and supports a wide range of HR activities including general administrative duties, recruitment and employee development, employee records management, payroll and benefits, employee liaison and the creation and implementation of HR policies and procedures.

Main Job Tasks, Duties and Responsibilities

HR Policies and Procedures

- assist with the formulation and implementation of human resource policies and procedures
- advise and assist employees with understanding human resource policies and procedures
- DEI support: Collaborate with DEI Director and DEI committee to ensure DEI principles are embedded in our organization

Recruitment and Hiring

- assist with creating and posting job vacancies
- receive and review job applications
- schedule interviews and assessments
- collect and verify candidate information including background checks
- provide feedback to job candidates regarding the hiring process
- administer and process new hire paperwork
- coordinate orientation of new employees

Employee and Contractor Development

- coordinate performance appraisals
- organize training and coaching
- assist with the provision of employee wellness programs and other HR services
- record performance, grievance, and disciplinary information
• assist with the termination process including paperwork, notifications to relevant departments and exit interviews
• 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.

**Employee Database Management**

• maintain and process accurate and complete HR and employee records
• respond to requests for data
• select relevant data and compile HR reports including statistical summaries, charts, graphs and surveys

**Administrative Support**

• handle incoming phone calls and emails
• manage HR schedules and calendars
• schedule meetings and venues
• prepare and distribute correspondence and communications
• plan and coordinate employee events such as recognition awards
• assist with budget administration and tracking

**Employee Liaison**

• provide regular staff outreach for updates to ensure smooth flow of information between employees and Human Resources
• respond to inquiries and requests from employees
• act as an advocate for employees
• convey employee concerns and issues to management

**Cultural Support**

• with direction from the Executive Director, consult with leaders across the organization to continuously reinforce the culture and values

**Payroll and Benefits**

• assist with benefits enrollment of employees when eligible and cessation of benefits on termination of employment
• input and track vacation and sick leave
• collect time and attendance records
• conduct salary surveys
• assist employees with payroll related questions

**Compliance**

• promote employee compliance with HR mandated processes and systems
• monitor adherence to labor laws and employment regulations
Education, Qualifications and Experience

- 2-3 years of related HR experience
- working knowledge of recruitment procedures
- general knowledge of HR practices and procedures
- working knowledge of labor law and employment best practices
- knowledge of accounting principles pertaining to payroll, and knowledge of benefit administration
- highly computer literate with solid experience of word processing, spreadsheet and database applications
- fluency with MS Office and relevant HR software
- must be willing to engage in professional development on topics such as conflict resolution, policies & procedures, hiring, DEI, etc
- must be a participant of the DEI committee

Key Skills and Competencies

- communication skills - verbal and written
- conflict management
- data management
- judgment and decision making
- problem solving
- organizing and planning
- attention to detail and accuracy
- confidentiality and discretion
- team player

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 able to be worked remotely and requires regular, almost monthly travel to Paonia, CO headquarters.

To Apply:

Applications due January 28, 2021. To apply, please submit a cover letter, resume, and three professional references in one combined PDF to jobs@solarenergy.org.

*Solar Energy International (SEI) is an Equal Opportunity/Affirmative Action Employer. SEI believes our team is better and stronger with a diversity of perspectives and experiences. 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.*