Curriculum Project Manager

Solar Energy International (SEI) is a 501(c)(3) non-profit educational 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 100,000 people from around the world. As an organization, we are committed to offering the highest quality, unbiased renewable energy training that we can, whether a person is new to the industry or wants to expand their skills—and ranging from grid-tied PV to battery-based systems to O&M, and from residential to utility-scale. 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: Solar Energy International (SEI) is seeking a dedicated, detail-oriented Curriculum Project Manager responsible for planning and executing the Curriculum & Instruction (C&I) team’s projects. This role will be instrumental in coordinating multiple projects related to new course development, revisions, and ongoing maintenance of our online and in-person curriculum.

Successful candidates for this role will bring a team-oriented mindset with the ability to work collaboratively within the team and across divisions to manage multiple projects, prioritize, and meet deadlines. The ideal candidate is self-directed, motivated, and committed to establishing a strong working relationship with each member of the team while continuously striving to meet SEI’s standard of quality and professionalism. This position reports directly to the Vice President of Curriculum and Instruction.

This is a full-time non-exempt position, based either remotely or at our headquarters in Paonia, Colorado, with occasional travel to Paonia for staff/team work sessions and or industry conferences (up to two weeks a year). This position will work collaboratively within a team of curriculum developers and instructional designers.

Course & Program Design and Production Management

- Coordinate activities of curriculum developers, instructional designers, and subject matter experts in developing content for new online and in-person courses, major course redevelopments, and minor course revisions.
- Develop and execute project plans (timelines, deliverables, budget) for online and in-person course production projects.
- Track and document project progress against milestones, challenges, and areas for improvement.
- Develop operating procedures, protocols, and flowcharts for planning and organization of the program activities with Business Development, Finance, and Marketing departments in mind.
- Coordinate the implementation of program assessment and evaluation.
Team Project Management

- Provide project management for curriculum & instruction projects and initiatives.
- Provide leadership for team working groups and special projects.
- Work effectively within the C&I team project management tools, assigning tasks and milestones as appropriate.
- Provide project prioritization recommendations for internal C&I team projects and external projects.
- Provide documentation and reporting on projects and initiatives.
- Lead organization and archival of related course file management.
- Collaborate with stakeholders both within SEI and externally.

Technical Development & Maintenance

- Collaborate with team members to test new tools in the learning management systems (Moodle).
- Assist in testing new features and piloting new solutions in conjunction with instructional designers.

Research

- Keep abreast of developments in related instructional technologies.
- Research and disseminate educational technology resources and best practices in technology-enhanced teaching and learning.
- Other tasks as assigned (5%).

Preferred Qualifications

- Bachelor's Degree in Instructional Design, Instructional Technology, Education, Business, or related field
- Two to three years experience in project management and/or development of educational activities in an academic or training environment.
- Strong interpersonal skills that support meeting facilitation and decision-making, with attention to detail that will influence project success.
- Demonstrated ability to manage multiple complex projects and associated tasks simultaneously, set priorities, and maintain timelines.
- Demonstrated experience working in a team environment with internal and external stakeholders.
- Ability to prepare written communication with attention to detail and accuracy.
- Ability to communicate effectively orally and in writing.
- Experience in a technical training/instructional design environment.
- Experience with learning management systems.
- Working knowledge of Google Suite.
- Experience using project management tools.
- Project management certification or credential a plus.
- Familiarity with the solar industry a plus.
Featured benefits: Medical insurance stipend, Simple IRA with 3% employer match, Paid parental leave, Generous PTO to ensure a healthy work/life balance.

Solar Energy International is committed to equal pay and transparency. The annual base salary range for this position is $60,000 - $70,000. Please note that the salary range information provided is a general guideline. It is uncommon for an individual to be hired at or near the top of the range for their role and compensation decisions are dependent on a variety of factors. SEI considers factors such as (but not limited to) scope and responsibilities of the position, candidate’s work experience, candidate’s work location, education/training, key skills, internal peer equity, external market data, as well as market and business considerations when making compensation decisions.

Applications due December 7, 2023. To apply, please submit a cover letter and resume to jobs@solarenergy.org.

Solar Energy International is committed to creating a thriving and equitable workplace where each staff member and instructor is valued for their unique contributions. We are invested in creating inclusive learning environments which foster curiosity and success for all students of various backgrounds, identities, and abilities. We celebrate our differences as they make us stronger in the quest for a world fueled by clean energy.

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.