



**SOLAR ENERGY
INTERNATIONAL**

Educate.
Engage.
Empower.

Campus Operations and Training Manager

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 100,000 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.

General Purpose of the Campus Operations and Training Manager Position

The Campus and Hands-on Training Department ensures that our training programs continue to meet the needs of a changing industry through the delivery of world-class solar education.

To fulfill this vision, the Operations and Training Manager will 1.) facilitate the successful delivery of quality hands-on training for Paonia, Colorado based, contract, and satellite classes 2.) work alongside the campus team to support the ongoing updating and maintenance of the lab facility and equipment 3.) Support and manage seasonal on-site instructors 4.) Ensure that the campus, including the buildings and grounds, looks professional and functional.

The lab classes run from April through October. During the in-season the focus of this role is centered on two areas; daily operations to ensure equipment is always safe and functional and second, the support and management of instructors and campus staff. In the off-season, when lab classes are not in session, this role will oversee and coordinate routine maintenance, help set direction for equipment and curriculum updates, and execute infrastructure improvements aligned with department and organizational goals.

This is an on-site, full-time position, year-round. This position will supervise the members of the Campus and Hands-On Training team coordinating projects and tasks to meet departmental and organizational goals:

Lab Facility Team

- Lab Supervisor
- Facilities Supervisor

The successful candidate will work alongside SEI staff and the Executive Leadership Team to oversee the big picture for the operations at the Paonia campus including the facility, lab classes, curriculum, staff, instructors, and budget. The Operations and Training Manager will be instrumental in helping to create a vision for opportunities at the lab facility.



RESPONSIBILITIES

- Leadership
 - Primary point of contact on campus for all staff, students and instructors
 - Facilitate feedback loop between instructors, curriculum team and lab team
 - Strengthen feedback and evaluation process for on-site instructors
 - Lead the campus and hands-on department team
 - Commitment to the financial success of the lab facility

- Management
 - Work with the Campus and Hands-On team to create and execute the annual work-plan
 - Build capacity by developing systems in the lab yard that enhance efficiency, simplicity, ease of use, resulting in balanced workload.
 - Provide feedback and evaluation for instructors

- Administration
 - Create and oversee budgets, approve purchases when necessary, and attend quarterly forecast meetings with the accounting department
 - Work with Philanthropy and Business Development on fundraising to support lab equipment procurement
 - Review and submit Department members' timesheets and expense reports
 - Maintain key lab course documents
 - Maintain operations and lab documents
 - Pack and ship materials for contract trainings, with help of seasonal assistant
 - Manual upkeep
 - Lab curriculum project management

- Operations
 - Ensure a safe working environment on campus for staff, students, and instructors
 - Ensure classes run smoothly and safely
 - Execute departmental tasks as delegated during lab weeks
 - Coordinate logistics for external on-site contract training involving equipment
 - Generate schedules and coordinate resources to support the lab and ensure adequate staffing, especially during the in-season
 - Serve as a "third set of hands" to the lab team to support the ongoing day-to-day needs of lab equipment and facility
 - Work alongside the lab team in the installation and maintenance of the facility's equipment
 - Help the lab team set up for class each day, assist with clean up and break down
 - Other duties as assigned



Qualifications:

- Minimum of 2 years of experience installing and/or designing PV systems and a technical understanding of best practices, industry standards, and the National Electrical Code
- Ability to work self-directed
- Excellent written, verbal, and organizational skills
- Ability to work and communicate well in a team environment and to adapt to new situations
- Experience managing a team
- May Require occasional travel to conferences and other SEI trainings

Preference will be given to candidates with the following additional qualifications:

- Experience with energy storage systems
- Experience developing training materials
- NABCEP Certified Solar PV Installation Professional
- PV and storage industry-specific software
- Experience developing and/or delivering training
- Bilingual Spanish/English
- Experience using Google Suite and MS Office

Featured benefits: Medical insurance stipend, Simple IRA with 3% employer match, Paid parental leave, Monthly wellness PTO, Vacation PTO.

Solar Energy International is committed to equal pay and transparency. The annual base salary for this position starts at \$60,000. Please note that the salary range information provided is a general guideline. Compensation decisions depend 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 April 8, 2024. To apply, please submit a cover letter, resume, and three professional references in one combined PDF 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.