

# **SOLAR ENERGY INTERNATIONAL**

*Renewable Energy Education and Sustainable Development*



## **Photovoltaic Program Technical Manager**

### ***Purpose***

The primary objective of the PV Program Technical Manager is to ensure that SEI's curriculum and in-person workshops and online courses provide students the highest quality PV education through the creation, maintenance, and delivery of our PV education programs.

### ***Job Description***

Solar Energy International (SEI), a non-profit 501(c)3 organization with a mission to help others to use renewable energy and environmental building technologies through educational and technical assistance, is seeking to hire a PV Program Technical Manager. This is a full-time position based out of our Paonia, Colorado office. The PV Program Technical Manager coordinates the instructional and developmental efforts of all PV Staff, Instructors, and Coordinators in order to provide a strong, comprehensive, and nationally recognized PV Training Program. The Photovoltaic Program Technical Manager is a member of the PV Team and reports to the PV Team Leader.

### ***Responsibilities***

- Collaborate with the PV Team Leader and Instructor Trainers in overseeing the training, support, mentoring, and assessment of all Instructors. Establish guidelines and implement procedures for this ongoing process.
- Supervise, prioritize, and review ongoing updates of existing PV courses and materials, as well as the development of new courses, in accordance with ISPQ and NABCEP standards. This currently includes the SEI textbook, in-person workshops, online courses, lab sheets, DVDs and other media, on-site lab facilities and lab kits, and may expand to include other opportunities as they arise.
- Provide Ombudsman support to the PV Team Leader and Instructor Trainers for Instructor concerns regarding curriculum or co-teaching issues.
- Collaborate with the PV Team and the Online Program Coordinator on the development of the overall PV course schedule, including in-person, online and contract workshops.
- Serve as a PV in-person workshop/lab and PV online course instructional substitute, as needed.
- Stay abreast of competitors and their workshop content to ensure that SEI maintains its position in the market.

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- Collaborate with the PV Team, the Online Program Coordinator, and SEI's PR Team in the creation and implementation of the PV Program business, budget, marketing and strategic plans.
- Work with industry contacts to maintain SEI's visibility and status, and to recognize and address new market trends.
- Develop relationships and connections to obtain new products and donations in collaboration with PV Lab Manager and SEI's Marketing Leadership.
- Assist with the development, scheduling, and execution of the annual SEI Instructor Training.
- Serve on major PV industry committees/boards as a representative of SEI, e.g. NABCEP steering committee, ABCs, IREC.
- Work with the Online Coordinator to facilitate innovations in instructional support services for SEI's online and in-person courses.

### ***Qualifications***

- A minimum of 4 years experience with photovoltaic systems
- Strong technical understanding of, and a passion for, photovoltaic energy, with a focus on both residential and commercial systems
- Supervisory experience with an emphasis on team building
- NABCEP certified or currently working towards NABCEP certification
- Strong understanding of the National Electrical Code and how it applies to PV systems
- Training and experience in instructional support services
- Excellent written and verbal skills
- Strong organizational skills
- Able to travel between SEI's Paonia and Carbondale campuses, with occasional out-of-state travel
- Team player who is flexible and can adapt to a variety of situations
- A willingness to commit to SEI's philosophy, values, and consensus model of decision-making

### ***Benefits Include***

Salaried full time, year round position, vacation and sick pay, insurance, and a great working environment.

### ***Application Process***

Please submit an electronic copy of your resume, cover letter, and salary requirements to Dawn Ogren, ([dawn@solarenergy.org](mailto:dawn@solarenergy.org)), Administrative Team Leader, by August 28, 2009. No phone inquiries please. Start date: ASAP

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