



## **Executive Assistant/Human Resources Administrator**

*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.*

### **Purpose of Executive Assistant/ Human Resources Administrator**

The Executive Assistant/HR Administrator is a key part of SEI's mission, as this is the friendly and helpful person who greets all students and visitors to the SEI Campus in Paonia, Colorado. This position ensures that the Paonia staff have the office resources to do their jobs and supports in-person workshops. This position provides support for the five members of the Executive Leadership Team (ELT), Board of Directors, Advisory Committee, and staff. Assists with the day-to-day tasks of the human resources department and supports a range of HR activities including general administrative duties, recruitment and employee development, employee records management, benefits administration, employee liaison and the creation and implementation of HR policies and procedures.

This is a 40-hour/week position that works from the Paonia office with some remote working flexibility in the off season.

### **Key Responsibilities**

- **Executive Assistant**
  - Assist Executive Leadership Team (ELT), Board of Directors, and Advisory Committee with scheduling meetings, recording minutes, and other support services.
  - Assist with accreditation submittals.
  - Meet and greet guests who visit the Paonia Campus and direct to the appropriate person at SEI; give tours as requested.
  - Oversee the organization and cleanliness of the office building, maintain office supplies, troubleshoot office equipment.
  - Assist with bookstore sales
  - Lab Team and student support during the April -October in-person lab season.
  - Manage and maintain vendor contracts and information.
  - File management
  - Other duties as assigned.
  
- **Human Resources Administrator**
  - HR policy creation, procedures, and compliance
  - Recruitment and hiring
  - Benefits administration
  - Employee and contractor development
  - Employee database management
  - Administrative support
  - Employee liaison
  - Cultural support



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Educate.  
Engage.  
Empower.

- Must be willing to engage in professional development on topics such as conflict resolution, state and federal employment law, hiring, DEI, etc and work towards HR certification

### **Qualifications and Experience**

- Minimum 4 years executive and board support experience
- 2-3 years of related HR experience, working knowledge of recruitment procedures, general knowledge of HR practices and procedures
- Capable of prioritizing tasks and navigating through seasonal surges in workload
- Ability to uphold confidentiality
- Proven ability to take initiative where appropriate and work well with minimal supervision
- Strong organizational skills and attention to detail
- Ability to maintain good attitude and sense of humor during a very busy workshop season
- Energetic and able to positively interact with students and the community.
- Experience with MS Office Suite, Google Suite, Adobe, databases, Canva or similar, and office equipment
- Excellent written and verbal skills
- Adaptable team player
- Committed to the SEI vision and mission

**Featured benefits:** Medical insurance stipend, Simple IRA, paid parental leave, generous PTO policy.

Solar Energy International is committed to equal pay and transparency. The annual base salary range for this position is \$50,000 - \$56,000. Please note that the salary range information provided is a general guideline and combines all of the distinct labor markets within the US. 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.

### ***To Apply:***

**Applications due August 5, 2024. To apply, please submit a cover letter and resume in one combined PDF to [jobs@solarenergy.org](mailto:jobs@solarenergy.org).**

*Solar Energy International is committed to creating a thriving and equitable workplace where staff members and instructors are 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.*