



# SOLAR ENERGY INTERNATIONAL

Educate. Engage. Empower.

PROGRAMA HISPANO

*SEI is looking to add a new team member to our popular and expanding Spanish program.*

*SEI's hiring process for NEW employees is as follows.*

**Step 1:** Review the job description and application form below. The application form contains a variety of Spanish and English content that we will ask you to interpret.

If the job interests you send your cover letter stating why you are interested in the position, and why you think you are a good fit, your resume, two references, and the completed application to SEI's Spanish Program Manager, Matthew Harris, [matthew@solarenergy.org](mailto:matthew@solarenergy.org). SEI's Spanish Team will evaluate these and decide if you are a good fit for SEI, based upon your experience and skills.

**Step 2:** If you are determined to be a good fit, we will schedule an in person or phone interview with you. You will be asked a mixture of questions to gauge your experience, technical abilities, etc. A portion of the interview will be conducted in Spanish.

## JOB DESCRIPTION

### SEI Spanish Program Assistant (SPA)

Application Deadline: February 12, 2015  
Contact: Matthew Harris, Spanish Program Manager  
Email: [matthew@solarenergy.org](mailto:matthew@solarenergy.org)  
Phone: +1 970-527-7657 xt. 203

**Solar Energy International (SEI)** is one of the oldest and largest renewable energy training organizations in the country. Founded in 1991 as a 501(c)3 non-profit educational organization focused solely on renewable energy, our mission is to provide industry-leading technical training and expertise in renewable energy to empower people, communities, and businesses worldwide.

**The Spanish Program** at SEI was founded in 2013 to provide solar PV training for Spanish speakers within and outside the US, namely Latin America. Currently the program seeks to expand within this market to serve individuals, governments, rural communities and the private sector.

This is a full time hourly position based at Solar Energy International's PV training center in the town of Paonia, Colorado.

**Purpose:** The Spanish Program Assistant serves as the office and program support person for the SEI Spanish Program.

**Summary:** The SEI Spanish Program Assistant (SPA) is responsible for overseeing and working on office and program support components of the Spanish Program at SEI. The SPA will work closely with the Spanish Program Director (SPD), Spanish Program Manager (SPM), SEI staff, and hired contractors on the success and development of the Spanish Program. The SPA's main focus will be in the following areas of the program:

- Student services
- Program marketing & branding
- Program & fundraising research
- Program development
- Spanish Translations and Interpretation.

The ideal candidate for the position will have excellent skills in: fluency in the Spanish language, customer service, multitasking, teamwork, research, problem solving and communication.

**Immediate Supervisor(s):** Spanish Program Manager (SPM)

**Specific Duties include:**

**Student Services:**

1. Support course moderation roles in the Free ER100 online course
2. Support SEI's student services team to ensure great and timely service for the Spanish program.
  - a. Respond to inquiries through the website and emails disseminating accurate information regarding the Spanish Program
  - b. Answer phone inquiries in a timely and professional manner
  - c. Support SEI Student Services department with registrations
3. Review and analyze course evaluations
4. Support SEI team with management of database (ie contacts, purchases etc.)
5. Support SEI team with student logistics (ie. travel, lodging, on the ground workshop coordination in Paonia)

**Marketing/Branding/PR:**

1. Work with SEI Team to develop the Spanish Program Brand
2. Support the analysis and management of SEI's Google Analytics account
3. Support SEI team with outreach strategy to promote the sales of the SEI Spanish PV textbook
4. Support coordination of client tours of SEI's Paonia PV Training Center.

**Program research:**

1. Support the Spanish Program Director (SPD) in market research and funding/grant opportunities

**Program Development:**

1. Support the SEI team with the scheduling of SEI instructors
2. Work with SPM in the creation of program schedules
3. Work with the SPM in the creation of workshop descriptions

4. Coordinate travel logistics for SEI team (ie. conferences, contract trainings, scheduled workshops, business meetings)
5. Support SEI team with translation of various programmatic content and documents

**Qualifications:**

- Proficiency in reading, writing and speaking in Spanish- Intermediate or above
- Strong communication skills, and the ability to work with all types of people
- Strong administrative and organizational skills, ability to prioritize
- Capable of performing multiple tasks and work under minimal supervision
- Creative and detailed oriented
- Strong organizational skills and ability to prioritize
- Team player who can be flexible in a variety of situations
- Ability to take direction, meet deadlines, versatile, manage time, a good planner, and a strategic thinker
- Experience with MS Office, Adobe Graphics Suite
- Strong research skills using internet and other tools
- Basic understanding of marketing development
- Candidate should possess an interest and commitment to the SEI mission
- Previous basic knowledge in renewable energy a plus but not critical
- Project management experience is helpful

**Benefits:**

Full time year round benefits include: participation in SEI'S medical insurance plan, paid personal days, paid holidays, paid vacation time, and professional development benefits (including one FREE SEI workshop per year).

**Salary:** Salary to be commensurate with experience and responsibilities.

*Application form follows below.....*

# SEI Spanish Program Assistant Application

**Become part of SEI's experienced, professional team!**

Contact Information:

**Name:**

**Email:**

- 1. Review the following article (in English) and to the best of your ability translate to Spanish.**

Two hours east of Cape Town, Robertson is the gateway to Route 62, and our starting point. The enchanting Mo & Rose guesthouse has cactus-studded gardens and six stylishly appointed suites with animal-hide rugs and cushions with African motifs. Owned by a German-Italian couple, Mo & Rose is a roughly seven-acre idyll set on a former cactus nursery, which explains its forest of succulents. The damage for a night in this chic retreat: 800 rands per night per person (prices start at 650 rands), including a sumptuous breakfast.

Robertson is celebrated for its food and wine, and both are showcased at Reuben's restaurant (named after its celebrity chef, Reuben Riffel), at the Robertson Small Hotel, one of the best fine-dining finds around: a hearty dinner of beef fillet, tomato-basil pasta, and mozzarella fior de latte with poached tomatoes came to 475 rands.

To call the nearby village McGregor sleepy would be something of a euphemism — almost comatose might be more accurate. But artsy types would appreciate the Edna Fourie gallery and the ceramics specialist Millstone Pottery. A few blocks away, at the Frangipani cafe, a cascade of flowers floated down from the trees as we tucked in to hot scones with jam and cheese, a toasted chicken-mayo sandwich, and iced coffee in the garden. Everything was delicious and the total came to 94 rands.

**2. Review the following paragraph (in Spanish) and to the best of your ability translate to English.**

Las capacitaciones del Programa Hispano de SEI están diseñadas para ofrecerse como una experiencia de aprendizaje comprensiva, práctica y secuencial. Para completar un programa de capacitación con SEI no necesitas tener un alto nivel de conocimiento técnico ni un título en Ingeniería o carreras afines. El Programa Hispano de SEI tiene como objetivo capacitar a técnicos, ingenieros, jefes de proyecto, y al público en general interesado en aumentar sus conocimientos teóricos y prácticos en sistemas solares fotovoltaicos. Nuestras capacitaciones están diseñadas precisamente para que estén al alcance de toda persona que quiera iniciar su carrera en Energía Fotovoltaica.

**3. Review the following information (In English) and to the best of your ability translate to Spanish.**

This course will provide an overview of the three basic PV system applications, primarily focusing on grid-direct systems. The goal of the course is to create a fundamental understanding of the core concepts necessary to work with all PV systems, including:

- Differentiate between various renewable energy sources and types of systems
- Evaluate utility bills and rate plans, perform a load analysis for a grid-direct system, and compare system production to energy consumption
- List the pros and cons of different mounting systems (ground, pole, roof, and trackers) and determine the number of modules that can fit in a given roof space
- Design a residential grid-direct system including the array, inverter, circuit conductors, and overcurrent protection

*Email this completed form, your resume and cover letter to Matthew Harris at [matthew@solarenergy.org](mailto:matthew@solarenergy.org)*