



Vacancy Solar Workforce Manager

Position Classification:	Full Time – Exempt (Salaried)
Reports To:	Executive Director
Salary:	Range per Year: \$41,600 to \$52,000 Salary is commensurate with experience
Based:	MREA Custer or Milwaukee Office
Approximate Start Date:	April 2019

Job Description

The Midwest Renewable Energy Association (MREA) Solar Workforce Manager will work with the MREA Training Team to support solar workforce development in Wisconsin, Minnesota, Iowa, and Illinois. Each year, the MREA provides professional development to approximately 1,000 individuals pursuing entry-level work, career advancement, and continuing education in the solar industry. The Solar Workforce Manager will support this work by expanding industry partnerships and advancing the MREA solar internship and professional endorsement programs. The partnership and programs are designed to facilitate workforce placement in the solar industry. The Solar Workforce Manager will further develop these programs and support other opportunities as available to help ensure job placement and career advancement for graduates of MREA trainings and training programs offered by partnering technical colleges.

Key Responsibilities

Training Programs

Administration

- Manage data of program participants and other MREA customers as needed
- Develop, conduct, and review evaluations to support program improvement

Program Management

- Develop and advance partnerships with technical and community colleges to support student worksite experience, job placement, professional credentialing, and continuing education
- Expand industry partnerships to facilitate student job-site experience, internship placement, and long-term employment
- Increase student and employer participation in the MREA Professional Endorsement Program to encourage and recognize student academic and work-site experience
- Continue expansion of the MREA internship program to provide entry-level work experience to students and MREA and partner training programs
- Work with MREA and partners to develop and support participation in networking events that facilitate workforce development partnerships and student job placement

Program Support

- Support the development and management of advanced PV installation trainings to provide students with hands-on installation experience with real-world installations
- Support training activities including inquiries, registration, course facilitation, instruction, and logistics as appropriate
- Support the preparation of The Energy Fair programming as it relates to Training Programs and assist in event delivery as needed

Outreach and Coordination

- Work with Communication Coordinator and other staff as necessary to develop strategic outreach and promotion
- Work with Communications Coordinator to identify and engage promotional partners
- Attend outreach events throughout the Midwest representing MREA as necessary

Personnel

- Manage interns and/or volunteers as needed
- Participate in staff reviews
- Attend staff meetings and professional development days as needed
- Participate in MREA Board of Director meetings and planning sessions
- Participate in working groups as needed
- Maintain instructional documents for position description, coordinate with others as needed
- Follow MREA remote work procedures, including office hour scheduling, work-from-home scheduling, and activity reporting

Qualifications

A successful candidate will be:

- Results oriented and self-directed, with a passion for the MREA's mission
- Organized and focused with proven ability to prioritize and complete activities with deadlines
- Familiar with the solar industry including available training programs, credentials, markets, and state/utility policies and programs
- Experienced with workforce development activities, including professional training, credentialing, and industry partnerships
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- An excellent written and verbal communicator who can promote the MREA's mission to the public and market stakeholders
- Able to flex communication style to multiple cultural environments
- Able to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Comfortable working in groups and have experience building partnerships with diverse audiences
- Able and willing to travel and work some evenings and weekends as needed
- Accustomed to working with a variety of software, demonstrating proficiency in word processing (i.e. MS Word and/or Google Docs), data management (i.e. Excel and/or Google Sheets), presentation software (PowerPoint and/or Google Presentations).

Preference will be given to candidates who:

- Have a bachelors, other advanced degree in a related field, or relevant work experience related to:
 - Communication
 - Education or Education Administration
 - Marketing
 - Multi-cultural Studies
 - Renewable Energy Policy
 - Sociology
 - Sustainability
- Experience in the solar industry particularly with the Midwest states' solar markets
- Demonstrated experience in workforce development
- Demonstrated experience in program management
- Conversational Spanish speaker
- Basic familiarity with blogging tools and/or website editing such as WordPress

Compensation & Benefits

- Salary is commensurate with experience
- Paid vacation & holidays
- Free electric vehicle charging at Custer Office
- Optional cafeteria insurance plan (vision, dental, disability, etc.)
- Flexible work environment
- Casual dress code
- Free registration to MREA trainings
- Paid training when necessary/applicable
- Work from home opportunities

To Apply

To apply, send a PDF that includes a cover letter detailing your qualifications, a resume including education and experience, and contact information for three professional references. All correspondence must be electronic and sent to Amiee Wetmore at apply@midwestrenew.org.

Deadline

Applications will be accepted through 5:00 p.m. Central Time on Monday, April 8, 2019.

About MREA

Mission: The MREA promotes renewable energy, energy efficiency, and sustainable living through education and demonstration.

MREA is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates the law. MREA is committed to building a diverse staff and strongly encourages applications from qualified people regardless of their age, ancestry, color, creed, disability, marital status, military status, mental or physical disability, source of income, national origin, race, religion, sexual orientation, gender, gender identity, or any other class protected by law. MREA does not discriminate on the basis of these characteristics in any personnel action.

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