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<b>Position:</b>	Training Team Assistant
<b>Position Classification:</b>	Part time, Non-Exempt (Hourly) Temporary 150 hours total
<b>Salary:</b>	\$16/hour
<b>Based:</b>	Hybrid - Custer, WI
<b>Deadline to Apply:</b>	Applications accepted on a rolling basis
<b>Start Date:</b>	Fall 2023 (flexible)
<b>End Date:</b>	December 2023 (flexible)

## To Apply

To apply, please send:

- Cover letter detailing your qualifications (PDF)
- Resume including education and experience (PDF)
- Contact information for at least two references

All correspondence must be electronic and sent to Brittany Waite at [apply@midwestrenew.org](mailto:apply@midwestrenew.org).

## Job Description

The Training Team Assistant will work with the MREA Training Team on tasks related to online and in-person courses. Training will be provided for the following responsibilities for this position which include but are not limited to:

- Facilitating in-person courses at Custer, WI headquarters
  - Helping students sign-in
  - Distributing course materials
  - Collecting course evaluations
- Prepping course materials:
  - Printing, copying, collating, hole punching, and compiling materials into course manual.
- Tallying course evaluations and translating data into presentable format
- Preparation and sending Letters of Completion for training programs and presentations by email and by mail.
- Facilitating Zoom meetings
  - Initiating the meeting
  - Admitting attendees
  - Monitoring meeting chat including relaying questions to instructor and answering questions as able.
- Performing basic website updates
- Shipping textbooks and course materials

## Requirements

Interns must meet eligibility requirements for the [Pointers Connect Internship \(PCI\) program](#) to be hired and receive pay. Students must meet all the following requirements to participate:

- Are currently enrolled at UWSP
- Have junior or senior status (60+ credits earned)
- Have a minimum 2.0 cumulative GPA
- Are either a 1st generation college student, Pell eligible student, or non-traditional student

## Qualifications

A successful candidate will be:

- Passionate about MREA's mission
- Results oriented and self-directed.
- A professional and respectful communicator.
- Organized and focused with proven ability to prioritize and complete activities.

## Benefits:

- Flexible scheduling
- Remote work available
- Free access to all MREA courses during duration of internship including the core courses required to earn a [NABCEP PV Associate](#) (est. value of \$875 to \$1,020)
- Casual dress code

## About MREA's Training Program

Since 1990, the Midwest Renewable Energy Association (MREA) has been offering industry-leading professional training for solar photovoltaics (PV). MREA courses are accredited by the [Interstate Renewable Energy Council \(IREC\)](#), and meet the educational requirements for credentialing by the [North American Board of Certified Energy Practitioners \(NABCEP\)](#).

Whether someone wants to start a career in the renewable energy field, maintain a credential, or install solar on their home, MREA has a variety of courses to advance those skills. We offer online and in-person learning options to fit busy schedules and people of all skill levels.

## 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 based on these characteristics in any personnel action.

