



## **We Share Solar Program Assistant**

We Share Solar empowers students to be global changemakers. By combining solar energy and engineering education with real-world applicability, trained teachers cultivate students' interests in STEM subjects and inspire them to meet an immediate need in the developing world. High school teachers attend our professional development workshops to learn how to teach our extensive curriculum and then lead their students in building our 12-volt DC stand-alone solar system, the We Share Solar Suitcase®. As students build, they learn about global energy poverty, basic electricity, solar energy, and engineering. Students donate their We Share Solar suitcases to a school or community center in an energy-poor region of the world. We Share Solar works with partners in target countries to select placement sites, conduct installations, and educate the Solar Suitcase's users.

Our organization is growing. We are looking for an energetic team member who is committed to our mission, works well in a start-up environment, takes initiative and has track record of success. This full-time position is being created due to the rapid growth of We Share Solar, which is the education program of We Care Solar. Based in our Berkeley, CA office, the Program Assistant will report to the Program Manager of We Share Solar.

### **Key Responsibilities**

- Plan and execute program workshops
  - Coordinate teacher recruitment and selection with sponsors
  - Update and distribute welcome packet
  - Manage curriculum review and revision
  - Prepare and track all equipment orders
  - Manage workshop logistics - facility, materials, shipping
  - Travel and manage event on-site
- Manage teacher communications
  - Workshop welcome and follow-up
  - Implement feedback surveys and evaluation tools
  - Share photos, stories and placement profiles with schools
  - Update teacher section of website and digital curriculum files
  - Manage teacher forum Google group
- Prepare and track equipment orders
- Maintain tracking database
- Desktop publishing: creating flyers, marketing materials, instructional materials, PowerPoint presentations
- Manage media archive (photos, videos, articles, etc...)
- Support all team efforts on pricing, proposal and report writing

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- Support Program Manager in monitoring & evaluation documentation
- Manage social media presence - plan, write and publish regular updates on website, Facebook, Instagram and Twitter

### **Requirements**

- Undergraduate degree
- 2+ years professional experience in education or non-profit organizations
- Creative and self-directed, entrepreneurially oriented yet detail-oriented
- Technical interest/aptitude
- Project management experience and affinity
- Passion for the mission of We Share Solar
- Strong written and oral communications skills
- Personal qualities of integrity, credibility, and adaptability
- Highly organized, ability to prioritize tasks and handle multiple tasks simultaneously
- Willingness to travel (1-3 domestic or international trips per year)

### **Strongly Desired / Plus**

- Non-profit experience
- Experience with educational programs, particularly those focused on STEM education and/or solar energy
- Experience conducting professional development for educators or teaching STEM
- Basic graphic design (desktop publishing software, photo editing)
- WordPress website construction and maintenance
- Curriculum development
- Living and working in developing countries
- Experience with computer programs: Excel, PowerPoint, WordPress, Adobe Illustrator/Photoshop, Salesforce, Google apps

Local hires only. Send resume with cover letter to wendy at wecaresolar dot org.  
Application deadline March 31, 2017.

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