



**Opportunities Industrialization Center, Inc.**  
1231 N. Broad Street, 4<sup>th</sup> Floor, Philadelphia, PA 19122

### **Job Description: Green Jobs Instructor**

---

Since 1964 Philadelphia OIC has been a leading workforce development and education provider. OIC offers adult and youth populations valuable job training, life skills, digital literacy, high school equivalency preparation, and employment opportunities.

#### **Summary:**

The Green Jobs Instructor at OIC Philadelphia is a pivotal leader in advancing the development of renewable energy professionals, with a focus on solar installation and cutting-edge energy technologies. This multifaceted role integrates expert instruction, curriculum development, and program administration, ensuring the effective and efficient delivery of high-quality training.

Philadelphia OIC is a mission-driven nonprofit, which provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your particular set of talents.

#### **Essential Duties and Responsibilities:**

##### **Facilitation/Classroom Management:**

- Deliver comprehensive, theory & hands-on instruction in smart energy systems with a primary focus on solar installation, photovoltaic technology, and safety practices in line with industry standards.
- Manage and maintain a structured, inclusive, and engaging learning environment, promoting active participation and critical thinking among students.
- Enforce strict adherence to safety protocols during all instructional activities, ensuring compliance with OSHA standards.
- Provide personalized mentorship, supporting students in mastering both theoretical knowledge and the practical skills required for success in the renewable energy sector.
- Guide students in their professional development, helping them build the competencies necessary for careers in the growing field of smart energy.

#### **Curriculum Development:**

---

**EQUAL OPPORTUNITY EMPLOYER:** Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

- Collaborate with program leadership to design and continuously improve a cutting-edge curriculum that integrates emerging technologies, solar installation best practices, and OSHA 30 safety guidelines.
- Develop and implement engaging, real-world training modules, field-based experiences, and simulations to provide students with practical applications of their learning.
- Ensure course content remains current and relevant, reflecting the latest advancements in solar photovoltaic systems, energy storage, and other smart energy innovations.
- Regularly review and update instructional materials to meet the evolving needs of the industry, ensuring high-quality training aligned with professional standards.

**Participant Performance Management:**

- Track, monitor, and evaluate student performance, providing detailed feedback to guide their progress in both technical competencies and safety adherence.
- Foster a growth-oriented learning environment by identifying areas for student improvement and offering tailored coaching and support.
- Establish clear learning outcomes and performance benchmarks, helping students set and achieve professional goals in the renewable energy industry.
- Participate in the evaluation of program effectiveness, offering insights and recommendations for continuous improvement in training delivery and outcomes.

**Administrative Support:**

- Coordinate the logistical aspects of the training program, including class scheduling, field trips, and hands-on training activities across multiple locations.
- Manage and prepare instructional materials, ensuring that equipment, tools, and resources are readily available and maintained for optimal use in both classroom and field settings.
- Maintain accurate records of student attendance, performance metrics, certifications, and progress through the program.
- Assist the Program Manager in preparing reports, presentations, and data analysis for program assessments and stakeholder presentations.
- Serve as a key point of contact for program participants, contractors, and applicants, providing timely updates, information, and assistance.
- Support scheduling, appointment confirmations, and coordination of workshops, ensuring seamless program operations and effective communication.

**Essential/Training/Work Experience:**

---

**EQUAL OPPORTUNITY EMPLOYER:** Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.



- A minimum of 3 years of hands-on experience in the smart energy industry, with a focus on solar installation and renewable energy technologies.
- OSHA 30 certification required, with preference given to those holding an instructor certification.
- Photovoltaic (PV) installation certification preferred.
- Exceptional verbal and written communication skills, with the ability to convey complex concepts clearly and effectively.

### **Specialized Knowledge and Skills:**

- Strong organizational skills with a keen attention to detail.
- Proficiency in Microsoft Office Suite and basic computer applications.
- Ability to work independently and collaboratively in a fast-paced environment.
- Empathetic and patient demeanor when working with diverse populations.

### **How to Apply:**

Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience by **January 10<sup>th</sup>, 2024**. Please send these materials to [hello@oicphila.org](mailto:hello@oicphila.org).

### **Work Conditions**

This role necessitates regular in-person interaction with potential participants, guests, team members, and stakeholders. Therefore, remote, or work-from-home arrangements are not viable options. On a standard workday, the Green Jobs Instructor will be standing, lifting, bending, and performing repetitive tasks. However, at times, this role will be required to attend OIC events or related outside meetings/events on behalf of the organization. These meetings/events may take place outside of regular business hours.

### **DISCLAIMER:**

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

---

**EQUAL OPPORTUNITY EMPLOYER:** Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.