



RISING SUN ENERGY CENTER

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Site Program Manager

Organization and Program:

Rising Sun Center for Opportunity (formerly known as Rising Sun Energy Center) is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994.

Our Climate Careers program (formally known as California Youth Energy Services) offers a no-cost service, the Green House Call, to local residences. Green House Calls consist of an energy and water audit and installations of energy- and water-saving devices. Climate Careers employs youth Energy Specialists, ages 15-22 from low-income households and/or disadvantaged circumstances, to perform these audits and installations. Our innovative mission combines residential energy efficiency services with youth employment, development, and pathways to success.

Job Summary:

The Site Program Manager (SPM) position implements the Climate Careers program in a specific county, or set of counties, in the greater Bay Area while also supporting the overall goals of the Climate Careers program. The SPM will be responsible for signing up clients for Rising Sun's Green House Call service. The SPM also recruits, interviews, and hires young people for temporary summer positions.

In the summer, the SPM is jointly responsible for managing these youth employees in the direct delivery of Green House Calls while engaging the community. This position calls for someone who likes to be out in the community and who thrives working independently and often remotely. The SPM reports directly to the Regional Manager with collaboration by the Outreach Manager.

Job Details:

- Full time (40 hours/week), non-exempt, 6 months
- \$21/hour
- Typical Schedule:
 - Pre-summer: M-F, ranges from 8:00 AM - 6:00 PM but no more than 8 hours in a day, with regular evening and weekend availability required for some outreach events
 - Summer: M-F, 10:00 AM - 6:30 PM
- Dates of employment: February 18-August 16th, with the possibility for extension to October 18th*
 - *We will be running fall programs in a limited number of sites. Possibility for extension is competitive and based on your availability and prior performance. Fall work will be 4 days/week.
- Locations:
 - We are recruiting for SPM to be remotely based in the following areas throughout the Greater Bay Area of California. You must be located near, or willing to relocate to, one of the following regions:
 - San Joaquin County: Stockton, Tracy/Manteca

- East Bay: Oakland, Hayward, Richmond, Antioch/Pittsburg
- North Bay: Marin/Sonoma, Napa/Solano
- South Bay/Peninsula: San Francisco, Redwood City, San Jose

As a Site Program Manager, you MUST:

- Have a car, valid driver’s license, and motor vehicle insurance
- Be able to pass a motor vehicle record check with a safe driving record
- Be able to pass a criminal background check
- Be able to travel 40% - 60% of the time (locally, and to Bay Area training locations)
- Be able to lift 25 pounds, climb a ladder, and walk up to half a mile at a time

As a Site Program Manager, you ARE:

- An effective verbal and written communicator with strong customer service skills
- Comfortable engaging with the public and adapting a message for diverse audiences
- Passionate about youth development and/or education, with the compassion and empathy to work with youth from various backgrounds
- Comfortable training and teaching others
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise staff, assign work effectively, and address performance problems as they arise
- Competent with the Google Suite and comfortable with database and information management
- Highly motivated to develop managerial and professional skills

As a Site Program Manager, it would be GREAT if you:

- Have experience in youth development, education, management, and/or community engagement/outreach
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages

Job Responsibilities

February 18-June 14 (Pre-summer)

- Responsible for pre-summer staff recruitment and client sign up metrics:
 - Recruiting, interviewing, and hiring 9-13 youth summer staff
 - Collecting sign-ups for the Green House Call service through community-based outreach and marketing (e.g. canvassing, events, and tabling)
 - Collecting sign-ups for the Home Energy Analytics platform
- Identify, develop, and maintain key partnerships at the community level in your territory
- JUNE: “Phone banking” to convert client sign-ups into scheduled appointments
- Ensure consistent capture of key marketing assets such as photos, videos, and testimonials to send to the Marketing and Development team

June 17-August 16 (Summer program)

- Collaborate to provide on-the-ground supervision of day-to-day operations at a satellite Climate Careers office

- Responsible for successful achievement of all site deliverables
- Directly onboard/train, supervise, and mentor nine to thirteen youth employees
- “Phone banking” (approximately 30-50% of time in the summer): setting appointments by phone with community members who expressed interest in the service at prior outreach events
- Coordinate site logistics, including, but not limited to: timesheets, payroll submission, expense reimbursement, and meticulous preparation of and monitoring of all supplies, tools, and materials related to the service
- Provide continuous staff evaluation and training to ensure youth skill development and the highest possible quality of service
- Continue conducting community outreach to engage with clients and sign them up for the Green House Call service and the Home Energy Analytics Platform
- Handle all customer service-related tasks including re-scheduling, complaints, and customer testimonials

Ready to apply?

Please email your resume, cover letter, and three professional references to SPM@risingsunenergy.org, and include “Site Program Manager” in the subject line.

We are accepting resumes and hiring on a rolling basis, so we highly encourage you to get your application in as soon as possible.

Rising Sun is an Equal Opportunity Employer.

Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA/Women and Minorities are encouraged to apply.