



RISING SUN ENERGY CENTER

2998 San Pablo Avenue, Berkeley, CA 94702 | www.risingsunenergy.org | Tel: 510.665.1501 | Fax: 510.665.1502

JOB DESCRIPTION: SUMMER PROGRAM MANAGER

Rising Sun is a premier nonprofit organization working at the intersection of economic equity and climate resilience in the greater California Bay Area since 1994. Our California Youth Energy Services (CYES) program employs local youth to provide free residential energy and water efficiency installation and education services, called Green House Calls, and operates in six Bay Area and Central Valley counties.

JOB SUMMARY

The Summer Program Manager (SPM) is jointly responsible for the daily operations of a CYES site over a 9-week period in the summer. SPMs directly co-manage and co-supervise nine to fifteen youth employees ages 15-24, called Energy Specialists. At the same time, Summer Program Managers are co-responsible for community outreach, lead generation, and appointment scheduling. Summer Program Managers work in teams of 2-3, supervised by a Regional Manager and supported by the CYES outreach team, to ensure the delivery of established program goals and deliverables. This position is a fantastic opportunity for individuals who enjoy working with youth and who are looking to increase their managerial experience, further develop their grassroots outreach skills, and gain a foothold in the non-profit or sustainability sectors.

AS A SUMMER PROGRAM MANAGER, YOU MUST (NO EXCEPTIONS):

- Have a car, valid driver's license, and motor vehicle insurance
- Be able to travel 30% - 40% of the time (locally, and to Bay Area training locations)

AS A SUMMER PROGRAM MANAGER, YOU ARE:

- Passionate about youth development
- Compassionate and able to foster a fun, energetic work environment
- Able to support and supervise staff, assign work effectively, and address performance problems as they arise
- Proactive, innovative, and self-directed; a problem-solver
- An assertive and confident motivator; eager to hold yourself and others to high standards; a leader by example
- Able to internalize and positively represent the Rising Sun mission and culture
- An effective verbal and written communicator with good customer service skills
- Comfortable talking to new people and to diverse audiences
- Goal-oriented and able to motivate yourself and others around quantitative goals
- Able to implement strategic, dynamic, and creative community-based marketing and outreach strategies
- Quick to learn, and comfortable training and teaching others
- Competent with Google Suite and comfortable with database and information management
- Organized, adaptable, and highly flexible in a fast-paced work environment
- Interested in further developing your leadership skills

AS A SUMMER PROGRAM MANAGER, IT'D BE GREAT IF YOU:

- Have experience in youth development, environmental education, or community engagement
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, or another language
- Have strong customer service skills

AS A SUMMER PROGRAM MANAGER, YOU'LL BE RESPONSIBLE FOR:

STAFF MANAGEMENT

- Training, supervising, and mentoring nine to fifteen youth Energy Specialists
- Managing youths' daily tasks, appointments, and overall performance
- Co-facilitating weekly professional development workshops
- Tracking staffing hours, reimbursements, and payroll

PROGRAM MANAGEMENT

- Ensuring that the site office meets program goals
- Accurately tracking installation numbers and inventory; troubleshooting issues
- Managing data and ensuring accuracy and integrity of documentation
- Overseeing installation materials and tools distribution
- Providing quality control and assurance for the in-home energy assessment (Green House Call)
- Providing high-quality customer service to CYES customers

GRASSROOTS COMMUNITY OUTREACH

- Attending community events and employing a variety of grassroots outreach tactics to sign customers up for no-cost Green House Calls. These events may occur outside of normal business hours, including weekends.
- Calling customers to schedule, confirm, and track appointments
- Maintaining customer waitlist, outreach logs, outreach kits and collateral, and other tracking and outreach tools

JOB DETAILS:

- \$ 20 - 21 per hour
- Full-time 40 hours/week, temporary/seasonal, non-exempt position
- Manager Training: Monday-Friday, 9:00am-5:30pm; June 12th – June 21st
- Energy Specialist Training: Monday- Friday, 9:30am- 5:00pm; June 22nd – June 29th
- Standard Work Schedule: Monday-Friday, 10:00 am-6:30pm; July 2nd – August 16th
- Two days with hours shifted to 11:30am-8:00pm: July 11th and July 25th

READY TO APPLY?

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

For more information about Rising Sun, please visit www.risingsunenergy.org

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.