



RISING SUN

CENTER FOR OPPORTUNITY

CLIMATE CAREERS: PROGRAM ASSISTANT

Organization and Program:

Rising Sun Center for Opportunity (formerly Rising Sun Energy Center) is a premier non-profit organization working at the intersection of economic equality and climate resilience in the greater Bay Area and San Joaquin County. We offer two programs, Climate Careers and Opportunity Build, that provide youth and adults the training and experience necessary to access sustainable career pathways and to maximize their potential.

Climate Careers (formally known as California Youth Energy Services) combines home energy-saving services with youth development. Our no-cost residential Green House Call service consists of energy and water audits and efficiency device installations, along with a client educational component. Youth program participants deliver the service to thousands of homes every year. These youth participants, ages 15-24 from disadvantaging circumstances, gain valuable experience, participate in career and sustainability-focused workshops, and earn while they learn. Climate Careers empowers young people to find career success, helps residents lower their utility bills, and strengthens communities in the face of economic and environmental challenges.

Job Summary

Rising Sun is looking for Program Assistants (PA) to support regional management teams across our four programmatic regions. PA responsibilities include operational and administrative support, Green House Call delivery and quality control, and job task-related feedback to youth employees. This is a great opportunity for individuals seeking to gain experience with an environmental nonprofit with an emphasis on youth development and who want build their experience and expertise with program management.

Job Details

- Part-time (20-35 hours/ week), temporary, non-exempt position
- \$16.50/ hour plus mileage reimbursement at the federal rate (\$0.58 cents per mile)
- Schedule:
 - Must be available 9 weeks of program from June 17 to August 16, 2019
 - Work schedule is relatively flexible within the Monday – Friday, 9:30AM – 6:30PM timeframe – individual schedules will be determined in collaboration with the regional management team
- Locations: We are looking to place a PA in each of the following regions:
 - North: Vallejo, Richmond, and Antioch
 - West: Rohnert Park, Oakland, San Francisco
 - South: Hayward, Redwood City, San Jose
 - East: Stockton, Tracy

As a Program Assistant, 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 within your region on a daily basis to support regional needs
- Be able to follow instructions and complete tasks with minimal supervision
- Have strong computer skills like Google Suite and Microsoft Office; be able to quickly learn new software and databases

As a Program Assistant, you ARE...

- Flexible and adaptable; able to independently prioritize and shuffle responsibilities
- Collaborative; great at building trust and working with diverse groups/individuals
- An effective communicator; confident in your ability to pitch an idea and deliver constructive feedback
- Organized with a keen attention to the little details
- Able to positively and professionally represent Rising Sun in the community

As a Program Assistant, it would be GREAT if you...

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

Job Responsibilities

- Supporting Regional and Site Management teams with daily tasks
- Data entry, data management, and computer work supporting Green House Call service delivery and youth participant experience and outcomes
- Assisting with community outreach in the field and scheduling client appointments over the phone
- Providing quality assurance for and monitoring youth-led in-home energy assessments and providing constructive feedback to youth on their work
- Delivering inventory and supplies amongst site offices
- Supporting staff by conducting Green House Calls as needed

READY TO APPLY?

Please email your resume, cover letter, and three professional references to pajob@risingsunopp.org, and include "Program Assistant" in the subject line.

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.