



# RISING SUN

## CENTER FOR OPPORTUNITY

### CLIMATE CAREERS: YOUTH DEVELOPMENT SPECIALIST

#### 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:

The Youth Development Specialist (YDS) is responsible for supporting a cohort of 31-33 youth, ages 15-24, in three satellite Climate Careers site offices. The YDS' goal is to help youth identify and overcome barriers to program participation to support retention and programmatic success. Additionally, the YDS will be responsible for the enrichment of participants through various forms of professional skills development and career planning.

#### Job Details:

- Full time (40 hours/week), temporary, non-exempt,
- Dates of Employment: 6/3/2019-8/16/2019
- \$21/hour plus mileage reimbursement at the federal rate (\$0.58 cents per mile)
- Locations: We are looking to place a YDS 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

#### To hold this position, 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)
- Have a strong interest in working with youth and the ability to understand and appreciate the challenges faced by youth from disadvantaging circumstances

### **Job Responsibilities:**

- Hold regular 1-1 meetings with each youth participant, with a focus on empowering them to overcome personal barriers to maintain program participation
- Mobilize community, school, and family referrals to help youth access services and resources in their community
- Develop trusting relationships and be a mentor to the youth
- Deliver weekly professional development workshops to each site office group and monitor professional portfolio completion for each participant
- Provide job search support and tailor individual career goals
- Support the leadership development of youth in the Leader in Field Training program by supporting them in the creation and successful delivery of presentations and activities
- Maintain detailed and complete administrative reports including entry of touch points and youth session notes in Salesforce and communicate youth progress to supervisors
- Support the regional team with late stages of pre-program youth on-boarding (paperwork completion, document verification, information relay, etc.)
- Jointly responsible with the site management teams for the administration and completion of all youth program surveys

### **A successful Youth Development Specialist...**

- Has knowledge of youth development principles and at least two years of experience working with young people in a youth development setting
- Has a strong understanding of local resources available to youth and is able to research and develop new partnerships to this end
- Is highly skilled at classroom management and engaging lesson plan facilitation
- Has experience facilitating life skills and professional development workshops to a group of young people
- Has the ability to motivate youth and manage behavioral issues in a positive manner
- Is competent with the Google Suite and comfortable with database and information management, and spends time to ensure data is tracked and accurate

## **READY TO APPLY?**

Please email your resume, cover letter, and three professional references to [spm@risingsunenergy.org](mailto:spm@risingsunenergy.org), and include "Youth Development Specialist" 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.