



RISING SUN

CENTER FOR OPPORTUNITY

CLIMATE CAREERS: **ENERGY ASSISTANT**

Rising Sun Center for Opportunity is a premier workforce development and community resilience non-profit serving the Bay Area and San Joaquin County. We offer two programs, Climate Careers and Opportunity Build, that give youth and adults the training and experience they need to access sustainable career pathways and maximize their potential.

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

The Climate Careers Program

The Climate Careers program was started by a small group of high schoolers who were eager to take direct environmental action in their community. In continuation of this pursuit, in 2021, youth participants will have the opportunity to build their resume and professional skill set through work-based learning as Energy Assistants. Energy Assistant participants will:

- **Get PAID** to participate in regularly occurring professional development workshops designed to educate individuals on managing finances; crafting a competitive resume and online presence; and learning interview skills
- **Get PAID** to learn about climate justice and energy efficiency
- **Get PAID** to build Energy Efficiency kits
- **Get PAID** to guide clients through installing water and energy saving measures remotely, gaining knowledge and work experience in the sustainability field that looks great on your resume
- Leave the program with a professional portfolio that will help you get your next job.
- Gain access to Climate Careers alumni events

The Climate Careers Program (Energy Assistant position) is for 15-22-year-old residents from low-income households, and/or other disadvantaging circumstances (see full qualifying list on the online program application at <http://forms.gle/cCGUuA7Q8bamaknx5>). The work-based learning portion of the program is comprised by fulfilling the duties of the Energy Assistant position, outlined below.

The Energy Assistant Position

Primary Responsibility:

Build no-cost Energy Efficiency (EE) Kits and guide clients through the pre- and post- processes of receiving an EE Kit

- Working in small, socially distanced groups while wearing a mask, build EE Kits that will be mailed to eligible clients
- Remotely assist clients over the phone, via email, and on video with the Green House Call Survey to determine EE Kit eligibility
- Remotely assist clients over the phone, via email, and on video with installing EE kit measures such as light bulbs, a smart power strip, shower head, sink aerator and more

Other Responsibilities:

- Learn the ins and outs of home energy efficiency and how small changes in a home can help save money on utility bills and save the environment
- Participate in professional development workshops and complete portfolio items
- Assist your supervisor as needed in the tasks needed to run a virtual Climate Careers office, including, but not limited to scheduling appointments by phone and daily tracking of materials and inventory.

Program Details: Pay, Office Locations, and Schedule

- Energy Assistant pay: **\$17/hour**
- Monthly Internet and phone reimbursement: **phone \$30, Internet \$20**
- Access to technology if required
- Office location: 1116 36th Street, Oakland, CA, 94608 for kit building
- Mileage reimbursement at \$0.56 per mile if traveling to the office from your home
- Remote work: Client interaction and workshop attendance

Program Dates: June 28-September 2, up to 16 hours a week

Paid Training	EE Kit Assembly Schedule**	Remote Phone and Video Banking Schedule
June 28 th -July 1st	Weekly on Thursdays or Fridays	Monday-Thursday when not assembling kits

Energy Assistant Requirements

- Proof of residence (i.e., ID, piece of mail, or a signed affidavit) as well as of low-income or disadvantaging circumstance (or signed affidavit)
- Able to participate in training June 28-July 1
- Able to independently get to and from the office for kit building
- Able to adhere to public health safety regulations, including (but not limited to) wearing a mask and gloves, submitting to temperature checks, and maintaining six feet distance from other staff
- Access to stable internet to do remote work
- Stable phone access to make phone calls for remote work
- An effective communicator with strong presentation skills or a desire to develop these skills
- Able to work at least 4 hours during the day and up to 16 hours a week.
- Vaccination is not required, but vaccination status will impact the work you are asked to do as part of this position

***Kit Building will be on an as-need basis—we may not ask you to come in every week. You will be guaranteed these hours every week. It just might be that you are working remotely rather than coming in to build kits on Wednesday/Thursday.*

It's not just another job—it's a chance to participate in a program where you can make a difference in your community and for the environment, while gaining valuable skills and work experience!

READY TO APPLY?

Apply online! <http://forms.gle/cCGUuA7Q8bamaknx5>

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.