



RISING SUN

CENTER FOR OPPORTUNITY

CLIMATE CAREERS: SUMMER PROGRAM MANAGER

Organization and Program:

Rising Sun Center for Opportunity 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 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 Summer Program Manager (SPM) position implements the Climate Careers program in Stockton while also supporting the overall goals of the Climate Careers program. The SPM will work with a Leader-In-Training and is jointly responsible for site office administration, youth management, client identification and scheduling, and oversight of service delivery to residential clients.

This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. A successful candidate will equally enjoy administrative tasks, community engagement, and direct supervision and development of youth. The SPM reports directly to the Regional Manager and collaborates with the Outreach and Marketing Manager.

Job Details:

- Part-Time (25 hours/week), temporary, non-exempt
- \$21/hour plus mileage reimbursement at the federal rate
- Dates of Employment: 6/21/2021- 9/2/2021
- Monthly Internet and phone reimbursement: phone \$30, Internet \$20
- Access to technology if required
- Office location: 445 W. Weber Ave Stockton, CA 95203 for kit building
- Mileage reimbursement at \$0.56 per mile if travelling to the office from your home
- Remote work: Training, Supervision of Energy Assistants, Client Interaction
- Schedule: Monday-Friday 9am-2pm, flexible after training. EA training week is over on July 1st.

Job Location:

We are recruiting for Summer PMs to be based in Stockton, preferably in South Stockton. This is a 90% remote job with the requirement of coming to the office at least once a week on Thursdays or Fridays and Saturday on two occasions to our Stockton office for kit assembly supervision.

As a Summer Program Manager, you MUST:

- Be able to pass a criminal background check
- Be able to travel to the Rising Sun office at least once a week on Thursdays or Fridays
- Be able to lift 25 pounds and walk up to half a mile at a time
- 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
- Be fully vaccinated by the start date

As a Summer 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 youth program participants, assign work effectively, and address performance issues 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 Summer Program Manager, it would be GREAT if you:

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

Job Responsibilities

- Collaborate to provide supervision of day-to-day virtual and in person operations at Climate Careers office or from your virtual space
- Responsible for successful achievement of all site deliverables
- Directly onboard/train, supervise, and mentor 10 youth program participants
- Collaborate with Youth Development Specialist to address youth issues/barriers to participation and to deliver programming to further enhance youth experience
- Supervising Energy Assistants in providing phone surveys with community members who expressed interest in the service at prior outreach efforts
- 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 evaluation and training to program participants to ensure skill development and the highest possible quality of service
- Collaborate with the Outreach Team in community outreach to engage with clients and sign them up for the Green House Call service
- Handle all customer service-related tasks including re-scheduling, complaints, and customer testimonials
- Supervise youth on site for the assembly of kits

Ready to apply?

Please email your resume, cover letter, and three professional references to canelatorres@risingsunopp.org and include "Summer 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.