JOB DESCRIPTION: ADMIN AND OPERATIONS ASSISTANT

Rising Sun is hiring an Admin and Operations Assistant to support core general administrative and operational functions in the following areas: payroll, data entry, office organization, program support, building maintenance, event planning, and organizational culture initiatives. The Admin and Operations Assistant reports directly to the Associate Director of Operations, though he/she will support multiple staff and will work closely with multiple departments.

A successful Admin and Operations Assistant...
- Is a quick learner and enjoys the challenge of learning new tasks and implementing new skills
- Is computer savvy and learns new computer skills and software quickly
- Is a self-starter and go getter; able to work quickly with little direction
- Is highly organized and is passionate about sharing organization with others
- Can juggle multiple tasks and willing to jump in wherever needed
- Has an eye for detail and doesn’t mind data entry, filing, and other administrative tasks
- Likes to problem solve and trouble shoot
- Enjoys working with others, but is also happy to work alone
- Doesn’t mind asking for things and sharing Rising Sun’s work

About Rising Sun...
Rising Sun is a premier non-profit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our Opportunity Build program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our Climate Careers program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties.

About our culture...
We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they’re gone. There’s usually at least one dog hanging around the office, and sometimes a staff member’s kid or two as well. We want people to grow. We like to promote from within and build each other up, but we also like to bring in new ideas and different perspectives.
We’re looking forward to meeting you and hearing about how you can contribute to making Rising Sun a great place to work.

You might also be wondering about pay...
This is a non-exempt, part-time, hourly position. Hours per week may vary by agreement, though the expected range is 20-30 hours per week. This is a temporary, summer position, with an approximate date range of mid-May thru mid-August, 2022. The pay rate is $21.50 per hour. This is a non-benefitted position.

Ready to apply?
Please email your resume and cover letter to laettner@risingsunopp.org, and include “Admin and Operations 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.

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