



Rising Sun Center for Opportunity

Job Opening: Leader in Field Training (LIFT)

About Us

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

Our Climate Careers program offers a **no-cost** service, the Green House Call, to Bay Area and Stockton. Green House Calls consist of an energy and water audit and installations of energy- and water-saving devices such as LED lightbulbs, showerheads, bathroom/kitchen faucet aerators, smart powerstrips, and more. The LIFT position is for emerging climate leaders ages 18- 24 from low-income households. Participants will develop leadership skills by providing coaching, mentorship, and training to Energy Specialists and drivers. They will participate in regularly occurring Professional Development workshops, career pathways and make connections.

Upon the successful completion of the Green House Call program, they will continue paid employment with Rising Sun through a Fall externship placement program in which they will be placed with a trusted partner organization to gain additional career exposure and build their professional network and resume.

Position Details (Schedule, Pay & Office Locations)

- **Position Schedule:** June 2, 2023 to October 25, 2023
- **Leader-in-Field-Training (LIFT) Pay:** \$20/hour
- **Mileage reimbursement** when traveling from site office to client's homes or any other Rising Sun event's location. Rising Sun reimburses mileage at the 2023 federal mileage rate determined by the IRS.
- **Approximate site office locations:** Oakland, San Jose, Sonoma, Richmond, Stockton

The Leader in Field Training (LIFT) Position

The position is from June 2023 to October 2023. Below outlines the job responsibilities within the months of the Energy Specialist position. There are different responsibilities, but we ask that all Energy Specialist Drivers commit to the entire duration of the program.

Work Responsibilities for the Green House Call Program: (June-August 2023)

- Fill in as Energy Specialists to conduct in-person house calls in the event of team member absence

- Support managers with outreach by attending events in the community and scheduling appointments over the phone
- Serve as a peer leader and mentor to Energy Specialists by conducting quality assessments of the Green House Call service, providing in-field coaching and facilitating morning briefings and reminders
- Become a subject matter expert in all aspects of delivering high-quality virtual Green House Calls
- Continuously improve quality of Green House Call service among the Energy Specialists by giving feedback and delivering appropriate support where needed
- Support in the delivery of weekly workshops that foster eco-literacy, financial literacy and build climate change knowledge of youth participants
- Complete an end-of-summer project (e.g. proposing improvements to the Green House Call, facilitating a professional development workshop for Energy Specialists)
- Document and record Climate Careers summer program (i.e. Green House Calls, professional development workshops, etc.) by capturing photos, filming short videos and uploading to online database using proper naming conventions
- Create and manage a blog to track lessons learned as a LIFT throughout the Summer
- Other duties as assigned

Program Dates & Schedule (Green House Call Program): June 2- August 1, 2023, up to 35 hours a week

Paid Training (LIFT)	Paid Training (Youth)	Manager Meetings	In-Person Green House Calls	Professional Development Workshops
June 2-9	June 12-16 Monday-Friday 9:30am-5pm	Weekly on Mondays	June 20- July 28 Tuesday-Thursday 10:30am-5:30pm	Every Friday 10:30am-5:30pm

Work Responsibilities for Fall Externship Placement: (August-October 2023)

- Interview for the externship program and provide preferences on projects and placement sites based on an opportunity catalog of clean-related hosts and organizations
- Complete 120 hours of paid work experience with host; 6-10 weeks at least 12 hours per week
- For a total of 20 additional hours, participate in weekly professional development workshops and weekly check-in meetings with Rising Sun supervisors
- Fulfill externship site host requirements/responsibilities as it pertains to the position description and complete 3 informational interviews
- Submit feedback through program evaluations in a timely manner that will be reviewed to continue to enhance the program in the future
- Meet with host and Rising Sun supervisors to discuss projects, develop goals and learning plan

Program Dates & Schedule (Fall Externship Placement): August 2 - October 25, 2023

Applications, Interviews and Placement	Transition Programs (Orientation, meet & greet)	Externship Placement with Host Partner
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July 1 - Aug 1, 2023

August 2 - August 11, 2023

August 14 - October 25, 2023

Requirements

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees
- Provide proof of **up to date** COVID-19 vaccination by the start date
- 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
- 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 lift 25 pounds and walk up to half a mile at a time
- Stable phone access to make phone calls
- Participate in all of the dates outlined above including training, Green House Calls and externship placement
- Able to travel to and from site office location for summer Green House call programs and training (see site office locations above)
- An effective communicator with strong presentation skills or a desire to develop these skills
- Able to work at least 7.5 hours during the day and up to 35 hours a week.
- Be able to complete the virtual Mandated Reporter Training within the first week of training

As a LIFT, 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

READY to Apply?

Apply online! <https://forms.gle/smfXB4Y7L1s73db37>

We are accepting applications and selecting program participants on a rolling basis, so we highly encourage you to get your application in as soon as possible. If you have any questions please email us at

CCJobs@risingsunopp.org.

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.

