



Rising Sun Center for Opportunity

Job Opening: Outreach Associate (OA)

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 local households. Green House Calls consist of an energy and water audit and the installation of energy- and water-saving devices. Climate Careers employs youth Energy Specialists, ages 15-22 from low-income households, 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 Outreach Associate (OA) works with the Outreach Manager to generate client leads and book appointments as part of a regional grassroots outreach campaign. This position is a fantastic opportunity for motivated individuals looking to increase their community outreach, marketing, and communication experience while gaining a foothold in the non-profit and sustainability sectors. Climate Careers targets populations that include moderate-income residents, seniors, renters, and non-native English speakers. Strategies include tabling at events, presentations to community groups, and targeted neighborhood canvassing when necessary.

Program Details (Pay, Office Locations & Schedule)

- **Pay:** \$22.00/hour, 15-30 hours/week* (must be able to work weekends)
- **Monthly internet and phone reimbursements**:** Phone-\$30 dollars, Internet- \$20 dollars
- **Vehicle use 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.

**Minimum of 15 hours expected to work a week. Hours are subject to change based on availability and programmatic needs.*



***Monthly phone reimbursements apply throughout your time with Rising Sun. Monthly internet reimbursements only apply through June.*

****Mileage reimbursements will only be offered for driving done solely for work-related purposes. For example, driving out from your assigned place of work (home in the Spring time and your assigned site office in the Summer time) to outreach/recruitment events. Note that in the Summer, commuting between your home and your assigned site office does not qualify for reimbursement. Toll fees incurred as part of work travel are reimbursed.*

Position Timeline

This position is from April 19, 2023* to August 25, 2023. We ask that all Outreach Associates commit to the entire duration of the program. *or until position is filled

Paid Training	Green House Call Outreach
April 19 – April 21	April-August

Job Responsibilities

- Schedule, coordinate and represent Rising Sun at in-person outreach events (i.e. Earth Day festival), either with another member of the outreach team or on your own
- Engage clients and sign them up for the Green House Call service
- Successfully execute Climate Career's annual phone banking campaign to ensure appointments are booked for the first two weeks for your assigned counties
- Ensure full schedule of Green House Call appointments, handle all customer service-related tasks including conducting confirmation calls, rescheduling (if necessary), ensuring quality service, and gathering customer testimonials
- Entering data into and maintaining customer waitlists and outreach logs
- Presenting to community organizations, such as faith-based groups, neighborhood associations, and local businesses

As an Outreach Associate, you MUST:

- Must provide proof of COVID-19, primary series vaccinations* by the start date of your employment, please refer to the CDC website if you are unsure of your status
 - Rising Sun will consider accommodations for disability, medical and/or religious reasons only.
- Be able to pass a criminal background check
- Have a car, valid driver's license, and motor vehicle insurance
- Be able to travel to various outreach events 50% of the time and throughout the Bay Area
- Be able to lift 25 pounds and walk up to half a mile at a time
- Be able to complete the virtual Mandated Reporter Training within the first week of training

Primary series means that they should have received either the 1 dose of the Johnson & Johnson vaccine OR the 2 doses of the Moderna/Pfizer vaccine. Rising Sun will consider accommodations for disability and religious reasons only. For more information on COVID-19 vaccinations, visit the CDC website



As an Outreach Associate, 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
- Able to foster a fun, energetic, and goal-oriented environment
- Able to implement outreach strategies and follow directions

As an Outreach Associate, 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

Ready to Apply?

Please email your resume, cover letter, and three professional references to Dante Alnas-Benson, Outreach Manager at alnasbenson@risingsunopp.org, and include "Outreach Associate" in the subject line. 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.