**JOB DESCRIPTION: Outreach and Communications Associate**

Rising Sun Center for Opportunity is hiring an Outreach and Communications Associate to support the Opportunity Build team. This position is responsible for recruitment, community outreach, the application process, managing participant data, and creating social media content. The Outreach and Communications Associate is integral to the success of the Opportunity Build team and reports directly to the Senior Program Manager.

Opportunity Build is a certified Multi-Craft Core Curriculum (MC3) apprenticeship readiness program that provides a pathway out of poverty for adults through high-road careers in the union construction trades. Opportunity Build serves low-income adults experiencing significant barriers to employment, with an emphasis on women and individuals impacted by the justice system.

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

**A successful Outreach and Communications Associate...**

- Enjoys working in the community and meeting new people; possesses strong relationship-building skills; able to develop rapport and build trust with a diverse range of individuals.
- Is well-organized; skilled at creating systems to track, maintain, and analyze data and information.
- Use good judgment and make sound decisions in accordance with established procedures and policies.
- Thrives in a fast-paced environment. Ability to manage competing priorities and work with numerous interruptions.
- Actively works to grow professionally and helps others to do the same. You are open to receiving feedback and enjoy providing others with growth opportunities and constructive feedback.
- Possesses strong verbal and written communication skills.
- Serves as a role model for participants, offering stability and consistency.
- Has experience and is comfortable using a range of technology including Salesforce, Google Suite, Microsoft Office, and more.
- Demonstrates self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege, and stereotypes.
- Demonstrates willingness to challenge and change institutional practices that present barriers to different groups.
- Is passionate about Rising Sun’s mission and excited to actively champion it.

**The Outreach and Communications Associate is responsible for...**
Outreach and Recruitment

- Recruit and successfully enroll 60-80 individuals annually.
- In collaboration with Opportunity Build staff, develop and implement an outreach plan to increase the number of women and system-impacted individuals enrolled.
- Perform outreach and represent Opportunity Build at jobs fairs and community events.
- Build and maintain partnerships with community organizations, schools, and outreach partners.
- Coordinate and facilitate info session presentations to inform and inspire individuals to apply to the program.
- Schedule, organize, and participate in applicant interviews to select program participants.

Application and Intake Process

- Receive, review, and track all incoming online applications in an organized and timely manner.
- Use Salesforce to collect and track eligibility documents and intake paperwork.
- Review data in Salesforce for accuracy and completeness.

Communications & Social Media

- Manage Opportunity Build social media content on Rising Sun Instagram and Facebook account.
- Collaborate with Developments & Communications Manager to create social media ads. Analyze and identify strategies to increase program visibility online.
- Create and update program collateral, including recruitment fliers, brochures, and slide deck presentations.
- Work with the Communications department to capture and share alumni success stories.

Other:

- Working in close coordination with all members of the Opportunity Build team to meet graduation, placement, and retention goals, and ensure a seamless, positive experience for each participant.
- Additional responsibilities as assigned.

To be considered for this position, you must have...

- Have the ability to work some flexible hours – occasional evenings and weekends.
- Have a car, valid driver's license, and insurance.
- Proof of being up to date on all recommended doses of the COVID-19 vaccination by the start date, per Rising Sun's mandatory vaccination policy for employees.
- Ability to work primarily out of our Oakland office and frequently attend outreach events throughout the East Bay.

It's a big plus if you ...

• Have experience conducting community outreach.
• Have experience managing social media content.
• Have experience working with workforce development programs or with the reentry population.
• Have knowledge of unions and the build trades.
• Have a commitment to, and passion for, workforce development, sustainability, and/or environmental justice.
• Are bi-lingual.

About Rising Sun...
Rising Sun is a premier nonprofit organization operating in the San Francisco Bay Area and Central Valley. Our mission is to build career pathways for economic equity and climate resilience. With offices in Oakland and Stockton, Rising Sun’s workforce development programs, Climate Careers and Opportunity Build, specialize in preparing youth, women, and individuals in reentry for high-road careers and green pathways that offer family sustaining wages. Since our founding in 1994, Rising Sun has trained and employed more than 3,000 youth and adults while helping over 53,000 households reduce their carbon footprint. Our vision is a just and sustainable future for all people and our planet.

About our culture...
We are mission-driven and work hard because we care about what we do. We are deeply committed to equity, inclusion, and antiracism, and are actively advancing on that journey, though we know the work is never done. We like working with each other and we like to make work fun. We’re into continuous improvement, learning, transparency, and tough conversations. We practice appreciation and start each meeting with a team-builder, and it’s not uncommon for staff to bring snacks to share that tell a story about who they are and where they come from. When we’re at the office, there’s usually at least one dog hanging around. We put people first, especially our program participants. 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 have an impact.

You might also be wondering about pay and benefits...
This is a permanent, full-time, exempt, salaried, and benefited position with an annual salary range of $63,000 - $66,150. Rising Sun offers a competitive benefits package that includes:

• 100% coverage of Medical, Vision, Dental insurance for employees, 50% coverage for dependents
• 403b contribution option and 3% match after first year
• $100,000 Life Insurance Policy
• 17 PTO days/year (increases each year until year 10)
• 17 Holidays/year (includes 2 floating holidays and a week of closure during winter)
• 4 Restorative days/year
• Birthday off
• Hybrid Remote work options - dependent on position
• Monthly internet and phone reimbursement, totalling $100
• 12 week, 40% parental leave
● 2 months of paid sabbatical after year 7
● Annual professional development budget
● Financial advising through Stonebridge Financial Group

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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.

Ready to apply?
To apply, please email your resume, cover letter, and three professional references to careers@risingsunopp.org with “Outreach & Communication Associate” in the subject line.