



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: Program Associate

Rising Sun Center for Opportunity is hiring a Program Associate to support the Opportunity Build team. This position is responsible for tracking and analyzing participant data, supporting classroom management, and coordinating program events. The Program Associate reports directly to the Senior Program Manager and works closely with the Opportunity Build team.

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 Program Associate...

- Is well-organized; skilled at creating systems to track, maintain, and analyze data and information.
- Quickly and naturally learns and understands new systems and databases; possesses strong technical skills.
- Uses good judgment and makes 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.
- 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.
- Is enthusiastic about working in a nonprofit setting; comfortable wearing many hats and getting creative with available resources.

The Program Associate is responsible for...

Data Management

- Managing and entering participant data into Salesforce, NABTU, DAS/DIR, CaJobs and other data platforms.
- Creating, running, preparing, and analyzing data reports using Salesforce for grants and other program needs.
- Creating and administering participant surveys.
- Supporting job placement tracking and verification in Salesforce.
- Training incoming program staff on all items relating to program data and operations.
- Gathering research and data for program enhancements and new initiatives.

Classroom Management

- Working closely with the Opportunity Build Senior Program Manager to supervise cohort classroom activities.
- Support the successful day to day operations of the cohort including taking attendance, printing handouts, setting up technology, and welcoming visitors and guest speakers.
- Providing coverage and support during program activities, including recruitment and outreach, field trips, classroom presentations, and more.
- Maintaining and organizing the classroom space. Ordering materials and supplies.
- Securing food and beverages for program participants.

Program Administration

- Conducting outreach to alumni to collect pay stubs and retention documents and administer incentive gift cards.
- Support Case Manager with the administration of supportive services and childcare stipends.
- Supporting the coordination of info sessions, participant interviews, and the intake process.
- Coordinating biweekly Opportunity Build team meetings; recording meeting notes.
- Collaborating with the Opportunity Build team to continually improve the program and participant outcomes.
- Working in close coordination with the Opportunity Build team to meet graduation, placement, and retention goals, as well as to ensure a seamless, positive experience for each participant.

Program Events

- Coordinating program events, such as graduation, networking, and welcome breakfast.
- Contributing to the development of the event schedule and ensuring its smooth execution.
- Overseeing event logistics, such as securing venues, ordering catering, booking speakers, decorating, setting up technology, and coordinating with staff.

- Assisting in the creation of event invites, signage, outreach materials, and managing guest lists.
- Contacting and informing alumni about 2-3 alumni events per year.
- Additional responsibilities as assigned.

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

- Intermediate-level (at a minimum) Excel and Google Sheets skills and have applied those skills in a work setting to develop tracking systems, analyze data, and communicate information.
- Experience and comfort using a range of technology including databases, Google Suite, Microsoft Office, A/V equipment, and more.
- The ability to work some flexible hours – occasional evenings and weekends, including during the summer cohort (Tuesdays and Thursdays 6-9pm, Saturdays)
- Be able to lift 50 lbs.
- Proof of completion of the primary series of an approved COVID-19 vaccination by start date, per Rising Sun's mandatory vaccination policy for employees.
- The ability to work primarily out of our Oakland office.

It's a big plus if you have...

- Advanced Excel and/or Google sheet skills.
- Expertise in Salesforce.
- Experience working with workforce development programs or with the re-entry population.
- Knowledge of unions and the building trades.
- Bi-lingual language skills.
- A car, valid driver's license, and insurance.

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 commensurate with experience. 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% matching employer contribution 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, totaling \$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 "Program Associate" in the subject line.