



# Rising Sun Center for Opportunity

## Job Opening: Site Program Manager (SiPM)

### 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](http://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 installations 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 Site Program Manager (SiPM) position implements the Climate Careers program in a specific county, or set of counties, throughout the greater Bay Area and Stockton while also supporting the overall goals of the Climate Careers program. The SiPM will be responsible for site office administration (with support from another SPM during the summer months), youth management, client identification and scheduling, and oversight of service delivery to residential clients.

This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. A successful candidate will equally enjoy administrative tasks, community engagement, and direct supervision and development of youth. The SiPM reports directly to the Regional Manager and collaborates with the Outreach Manager.

### Program Details (Pay, Office Locations & Schedule)

- **Site Program Manager pay:** \$23.50/hour, 40 hours/week (must be able to work some 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.
- **Approximate site office locations (for Summer In-Person GHC):** We are recruiting for Site PMs to be throughout the Bay Area (total of 4). Oakland, San Jose, Richmond and Sonoma



\*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 March 13, 2023 to August 4, 2023. Below outlines the job responsibilities within the months of the position. There are different responsibilities, but we ask that all Site Program Managers commit to the entire duration of the program.**

Other job opportunities are, or will become, available within the Climate Careers program throughout the Spring of 2023. We encourage you to review the opportunities currently on our Jobs page, and continue to circle back to the Jobs page on a regular basis as more jobs will become available.

## Job Responsibilities

- Schedule, coordinate and represent Rising Sun at in-person and virtual recruitment events (i.e. school fairs) to recruit for summer Energy Specialist, Energy Specialist Driver and LIFT positions
- Identify, interview, & hire potential candidates for all youth program positions
- Coordinate and represent Rising Sun at in-person outreach events to engage clients and sign them up for the Green House Call service to ensure full appointment calendar for the summer
- Provide supervision of day-to-day in-person operations at a temporary Climate Careers site office
- Directly onboard, train, supervise, and mentor up to 10 youth program participants
- Provide continuous evaluation, training and feedback to program participants to ensure skill development and the highest possible quality of service
- Coordinate site logistics, including, but not limited to timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials related to the service
- 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
- Ensure the successful delivery of all site and staff deliverables and goals
- Collaborate with a Youth Development Specialist to address issues/barriers that a youth participant may be experiencing to ensure active and consistent programmatic participation and to further enhance the youth experience

### **Program Dates & Schedule (Spring Recruitment & Outreach): March-May 2023**

Paid Training	Youth Recruitment (events, interviews)	Green House Call Outreach
March 13- 17	March-May	March-May



## Program Dates & Schedule (Green House Call Program): June-August 2023

Paid Training (SPM)	Paid Training (Youth)	Manager Meetings	In-Person Green House Calls	In-Person Green House Calls (Late Days)	Manager Last Day
June 2-9	June 12-16	Weekly on Mondays	June 20- July 28	Weds., June 28 & Weds., July 19 11:30am-8pm	August 4

### As a Site Program Manager, you must:

- 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
- 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 pass a criminal background check
- Stable phone access to make phone calls
- Be able to travel to and from assigned site office for in-person Green House Calls coordination
- 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

### As a Site Program Manager, 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
- Passionate about youth development and/or education, with the compassion and empathy to work with youth from various backgrounds
- Comfortable training and teaching others in a virtual and in-person setting
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise youth program participants, assign work effectively, and address performance issues as they arise
- Competent with the Google Suite and comfortable with database and information management
- Highly motivated to develop managerial and professional skills

### As a Site Program Manager, 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 [CCjobs@risingsunopp.org](mailto:CCjobs@risingsunopp.org), and include "Site Program Manager" in the subject line. We are accepting resumes and hiring on a rolling basis, so 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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.*