



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: Training and Curriculum Manager

Rising Sun is hiring a Training and Curriculum Manager to support the Climate Careers team. The Training and Curriculum Manager is integral to the annual success of the Climate Careers program, developing relevant and engaging curricula and training materials for all seasonal staff and youth participants. This position is responsible for adapting, creating, and overseeing delivery of paid training for youth program participants partaking in our summer youth employment social enterprise, Climate Careers, and ensuring they are prepared for success in their time with Rising Sun and beyond.

The Training and Curriculum Manager works closely with the entire Climate Careers team to ensure deep understanding of the program and its goals, program and service delivery models, and expectations for seasonal staff and youth participants to reflect that understanding in the Climate Careers curriculum. In addition, this position will stay informed and up to date on regionalized climate, environmental justice, equity, and youth development topics in order to provide the most relevant training. This position reports directly to the Interim Directors of Climate Careers.

Climate Careers uses an employment social enterprise model to combine home energy and water-saving services with youth development. Our free Green House Call service consists of energy and water use assessments, installation of efficiency devices, and client education. Youth program participants deliver this service to thousands of homes every year, both virtually and in-person, while growing personally and professionally, advancing on to paid externships with organizations doing climate-related work to increase their career exposure and experience.

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

A successful Training and Curriculum Manager...

- Is passionate about Rising Sun's mission and excited to actively champion it; believes both in the power of opportunity and the power of young people, is eager for a career that addresses climate resilience at the individual and household level.
- Has a demonstrated background, and proven experience, in creating curriculum for both youth and adults with differing levels of educational experiences and different modalities of learning.

- Has experience working with curriculum content and design using a "train-the-trainer" approach – and loves training trainers.
- Enjoys being at the front of a classroom both teaching – and learning from – young people (especially ages 15-22).
- Has knowledge of climate and environmental justice issues in local, national, and global contexts.
- Has experience successfully managing and implementing projects and/ or programs. Thrives in a fast-paced environment with competing priorities that require good organization and a strong attention to detail.
- Is a creative thinker, solution-oriented, resourceful, and effective in their work, both individually and as a member of a team. When you are faced with a challenge, you have multiple ideas on how to solve it.
- 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.

The Training and Curriculum Manager is responsible for...

Curriculum development and management:

- Annually reviewing our existing training curriculum and materials for redesign and improvement, ensuring content is readily usable by a suite of different instructors (with varying levels of experience) during our different training periods.
- Designing curricula and materials for new programmatic offerings, ensuring they meet funder and programmatic criterion, and are in line with our organizational values and mission.
- Ensuring training curriculum and materials are developed in a manner that allows for different modalities of learning styles, and prior teaching experiences.
- Ensuring training curriculum and materials directly relate to the work the program aims to achieve and, when possible, is tailored to the communities we serve in the Bay Area and Central Valley.
- Analyzing feedback from current and previous employees and participants to ensure curriculum and materials are updated appropriately, and as needed.

Training design and implementation:

- Researching innovative methods of instruction and teaching lessons that are tailored for a "train-the-trainer" delivery model, as well as for youth learners.
 - The target audience for these trainings range vastly from 15-year-olds in their early years of high school to college graduates.
 - The persons going through the "train-the-trainer" process also vary greatly, from folks who have previous experience in conducting training sessions to folks who have zero experience in conducting training sessions.
- Training staff members and participants to use the curriculum and materials appropriately and effectively.

- Designing and creating staged training calendars and programs that ensure ample time for content delivery and absorption from the recipients, with a progressively tailored level of content received from trainees to the trainers of the trainees.
- Ensuring training materials and training calendars are bound in reality—IE there is enough time carved out in the training calendar to effectively implement the training requirements.
- Observing trainers while they provide the training material, providing feedback to improve their teaching skills and ensure quality delivery.

Other:

- Working in close coordination with all members of the Climate Careers team to meet the training needs of the program.
- Additional responsibilities as assigned.
- This position has the future potential to evolve to work with Rising Sun's other workforce programs and potentially on staff training and development.

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

- A car, valid driver's license, and insurance.
- The ability to work some flexible hours- occasional evenings and/ or weekends.
- Be able to work in-person and on-site across the program territory when required, especially during the summer Residency in California (preferably in the Bay Area or the Central Valley) or the ability to move; be able to travel to our offices in Oakland and/ or Stockton as required or requested.
- A passion, or belief in, the mission of a nonprofit focused on equity, climate, and good jobs.
- 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.

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

- Experience working with, educating, and/ or training youth ages 15- 24, especially youth from low-income households and/ or opportunity youth.
- Have experience and/ or interest in environmental social justice, energy efficiency, the burgeoning clean economy, or youth development programs.
- The ability to speak multiple or an additional language other than English.
- Have experience using Google Suite, Microsoft Office, and Salesforce.
- Have lived, proximate, and/or professional experience with the issues, people, and communities Rising Sun works with.

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 \$67,000- \$70,000 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% 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, 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 "Training & Curriculum Manager" in the subject line.