



# RISING SUN

## CENTER FOR OPPORTUNITY

### **JOB DESCRIPTION**

#### **Workforce Initiatives & Alumni Manager, Climate Careers Bay Area**

Rising Sun seeks a Workforce Initiatives & Alumni Manager, Bay Area to support the success of the Climate Careers program in the Bay Area. The Workforce Initiatives & Alumni Manager reports directly to the Senior Program Manager to ensure youth program participants and alumni receive support and resources in their journey towards sustainable employment and that new and existing workforce partners, specifically within the green economy, provide opportunities and pathways to employment for Climate Careers participants and alumni. The Workforce Initiatives & Alumni Manager works closely with the Climate Careers team to accomplish the goals of the Climate Careers program.

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](http://www.risingsunopp.org)*

#### ***A successful Workforce Initiatives & Alumni Manager will...***

- Elevate Climate Careers within the green economy as a pipeline to employment
- Drive program strategy in all parts of a Climate Careers participants journey including summer participation, externship and alumni
- Value teamwork, seeking opportunities to learn from others; exploring new ideas and opinions, and push the boundaries to make decisions, draft plans, and promote cooperation
- Have a passion for working with young people, community members and residents
- Demonstrates self-awareness in 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 Workforce Initiatives & Alumni Manager is responsible for...***

### Program & Externship Implementation

- Support Climate Careers Bay Area Regional Managers in temporary staff recruitment by participating in recruitment events as well as interview panels to build rapport with incoming participants and temporary staff
- Establish relationships with program participants during the summer through consistent site office engagement and events participation
- Secure meaningful and impactful externship placements and projects for youth
- Oversee the successful implementation of the Bay Area Climate Careers externship program including host recruitment, management of partner and industry relationships, securing hosts and facilitating host orientations
- Oversee the overall success of the externship program by meeting all extern objectives and deliverables in close collaboration with Climate Careers staff

### Partners & Employers Engagement

- Steward partnerships with community partners, employers and contractors within the green jobs industry to establish employment pipeline and opportunities for Climate Careers alumni
- Engage with partners in key community events to promote collaborative opportunities for externships and long-term career pathways
- Collaborate with Rising Sun Policy department to advocate for high road green job opportunities for current program participants and alumni
- Coordinate with other workforce development efforts for best practices and to identify opportunities for training and upskilling opportunities for youth

### Alumni Relations & Tracking

- Be accountable for alumni program development and management (including digital resources, mentorship program) grounded by alumni feedback
- Organize and host alumni events in alignment with alumni needs and interests
- Manage alumni communication channels (social media, email inbox, office hours, etc.) and create content for monthly newsletter
- Identify key alumni outcomes, metrics and utilize data management platform for tracking purposes

### Job Placement

- Develop and implement a model that aims to improve program alumni workforce outcomes and equity for populations with barriers to employment by identifying quality job opportunities within the green economy
- Increase engagement and create a comprehensive employer database across sectors aligned with the competencies, skills and interests of participants and alumni
- Actively place program alumni into green career pathways and other related fields
- Additional responsibilities as assigned

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

- 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 9-county Bay Area territory when required, especially during the summer
- A passion for, or belief in, the mission of a nonprofit focused on equity, climate, and good jobs
- Proof of receiving a primary series of an FDA-approved COVID-19 vaccination by start date, per Rising Sun's Employee Mandatory Vaccination policy

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

- Experience with leading teams and programs centered around youth workforce development and energy efficiency
- Experience with direct supervision of staff (temporary or full-time)
- Experience working and building relationships with Bay Area communities and stakeholders
- Experience with program design, learning and evaluation
- 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 of \$80,594-\$84,693.70 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](mailto:careers@risingsunopp.org) with "Workforce Initiatives & Alumni Manager, Climate Careers Bay Area" in the subject line.