



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: ADMIN AND OPERATIONS ASSISTANT

About the Rising Sun...

Rising Sun is a premier non-profit organization working at the intersection of economic equality and climate resilience in the greater California Bay Area since 1994. Our Opportunity Build program provides pre-apprenticeship training, case management, and job placement to prepare low-income adults who experience barriers to employment for careers in construction, energy efficiency, solar, and the building trades. Our Climate Careers program employs local youth to provide free residential energy and water efficiency installation and education services, or Green House Calls, and operates in six Bay Area and Central Valley counties.

Rising Sun is hiring an Admin and Operations Assistant to support core general administrative and operational functions in the following areas: The Admin and Operations Assistant reports directly to the Administrative and Operations Associate, and works closely with the Administrative Coordinator, though they will support multiple staff and will work closely with multiple departments.

Job Responsibilities

- Support with a high volume of seasonal employees' data entry with HRIS and payroll preparation
- Prepare seasonal employees' enrollment in prepaid pay card programs (e.g. ADP Wisely Cards)
- Conduct employment eligibility verification (e.g. I-9) for various site offices
- Perform internal audits and obtain necessary documentations to meet federal compliance and Rising Sun's internal policies
- Support organizational culture initiatives as needed
- Complete other tasks as assigned

A successful Admin and Operations Assistant...

- Is a quick learner and enjoys the challenge of learning new tasks and implementing new skills
- Is highly organized and is passionate about sharing the organization with others
- Is comfortable in asking questions for accurate clarification with tasks assigned
- Can juggle multiple tasks and willing to jump in wherever needed
- Have strong computer skills like Google Suite and/or Microsoft Office; able to quickly learn new software and databases

- Has an eye for detail and doesn't mind data entry, filing, and other administrative tasks
- Likes to problem solve and troubleshoot
- Enjoys working with others, but is also happy to work alone
- Doesn't mind asking for things and sharing Rising Sun's work

As an Admin and Operation Assistant, you MUST...

- Provide proof of primary doses of the recommended COVID-19 vaccination by the start date.
 - Rising Sun will consider accommodations for disability, medical, and/or religious exceptions.
- Be able to pass a motor vehicle record check with a safe driving record
- Be able to pass a criminal background check
- Be able to complete the virtual Mandated Reporter Training, Sexual Harassment Training, and Cyber Security training within your scheduled training week(s).

About our culture...

We are mission-driven and work hard because we care deeply about what we do. We like working with each other and we like to make work fun. We like to try new things and encourage each other to find unique and unconventional ways to tackle tough problems. We celebrate every birthday, eat a lot of dessert together, and recycle the same birthday candles until they're gone. There's usually at least one dog hanging around the office, and sometimes a staff member's kid or two as well. We want people to grow. 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 work.

You might also be wondering about pay...

This is a non-exempt, part-time, hourly, hybrid position. Hours per week may vary by agreement, though the expected range is 25-32 hours per week. This is a temporary, summer position, with an approximate date range of end of April through the end of August, 2024. The pay rate is \$24 per hour. This is a non-benefited position.

Ready to Apply?

Please email your resume and cover letter to careers@risingsunopp.org and include "Admin and Operations Assistant" in the subject line.

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. EOE/AA; women and minorities are encouraged to apply.