



Rising Sun Center for Opportunity

Job Opening: Communications Assistant

About Us

Rising Sun Center for Opportunity is a premier workforce development and community resilience non-profit serving the Bay Area and Stockton. 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

The Climate Careers Program

Climate Careers offers a no-cost service to local homes. This service, called a Green House Call, consists of an energy and water audit and installations of energy- and water-saving devices. Climate Careers employs youth Energy Specialists, ages 15-24 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.

The Communications Assistant Position

We are seeking a part-time Communications Assistant who is responsible for capturing the message of Climate Careers and conveying the impact of the program to its participants through photos, videos, testimonials, and others. The Communications Assistant will learn the various aspects of the Climate Careers program and build connections and trust with participants. This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. This position reports directly to the Director of Climate Careers Bay Area.

Program Details

- **Position Schedule:** May 20-August 2, 2024
- **Program Assistant pay:** \$20.50/hour (20 hours/week), temporary, non-exempt
- **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 2024 federal mileage rate.
- **Locations:** This position will primarily be located in Rising Sun's office in Oakland (1116 36th St. Oakland, CA 94608). However, they must be able to travel to our site offices (Oakland, Daly City, San Rafael and Vallejo)

Job Responsibilities

- Capture high quality photos and videos of Green House Calls program that showcase the work and the unique personalities and stories of its participants



- Attend key program events to capture photos, utilize social media "lives" and postings and capture testimonials during training, Green House Call visits, ride along, open house, curriculum delivery, externship interviews, end of the summer events
- Create participant highlights through interviewing and communicate in writing that highlights people's strengths and motivations
- Engage with program participants, residents and other partners to make them feel comfortable and heard; facilitate conversations and asking questions that prompts others to share
- Attend community engagement and outreach to accomplish tasks named above
- Create a short video by the end of the program that highlights the summer to showcase to all-staff
- Create materials that support the attraction of new Green House Call clients (i.e. social media posts)
- Upload content to appropriate storage through Rising Sun Google drive with appropriate naming conventions
- Work in conjunction with Rising Sun Communications team to convey the Climate Careers story
- Create reporting templates that is consistent with Rising Sun and Climate Careers branding
- Other responsibilities as assigned.

A successful Communications Assistant...

- Enjoys storytelling in more ways than one; acknowledges the various ways people absorb information and utilizes them to convey a story
- Has knowledge of various communication platforms such as mailchimp, blogs, reports
- Has a strong understanding of ways to utilize social media platforms that showcase participants including Instagram, LinkedIn, "X" (formerly "Twitter")
- Has an eye for design and color; one who can produce clean layouts for templates and reports
- Has knowledge of photo composition and awareness of objective presentation
- Practices professionalism in asking for permission to be photographed, recorded and ensures that there is equity in representation of people and objects

As a Program Assistant, you MUST:

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees and Board of Directors
- Provide proof of COVID-19 primary series vaccinations by the start date of your employment, please refer to the [CDC website](#) if you are unsure of your status
 - Rising Sun will consider accommodations for disability, medical and/or religious reasons only. For more information on COVID-19 vaccinations, visit the [CDC website](#).
- Adhere to public health safety regulations and/or best practices, including (but not limited to) wearing a mask in client homes
- 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 travel 40% - 60% of the time (locally, and to Bay Area site offices)
- Be able to lift up to 25 pounds and walk up to half a mile at a time
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of work



READY to Apply?

Please email your resume, cover letter, and three professional references to domingo@risingsunopp.org, and include "**Communications Assistant - Bay Area**" 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. EOE/AA/Women and Minorities are encouraged to apply.