



Rising Sun Center for Opportunity

Job Opening: Energy Specialist

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

The Climate Careers Program

Our Climate Careers program offers a **no-cost** service, the Green House Call, to local Bay Area households. Green House Calls consist of an energy and water audit and installations of energy and water-saving devices such as LED Lightbulbs, showerheads, bathroom/kitchen faucet aerators, smart powerstrips, and more. Climate Careers employs youth Energy Specialists, ages 15-24 from low-income households, to perform these audits and installations.

Upon the successful completion of the Green House Call program, they will continue paid employment with Rising Sun through a Fall externship placement program in which they will be placed with a trusted partner organization to gain additional career exposure and build their professional network and resume.

Position Details (Schedule, Pay & Office Locations)

- **Energy Specialist Pay:** \$19.50/hour
- **Position Schedule:** June 10, 2024 to October 31, 2024
- **Mileage 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.
- **Approximate site office locations:** Oakland, Vallejo, Daly City, San Rafael, Stockton

Mileage reimbursements will only be offered for driving done solely for work-related purposes. Toll fees incurred as part of work travel are reimbursed. Note that commuting between your home and your assigned site office, along with any toll incurred from that trip, **does not qualify for reimbursement.*

The Energy Specialist (ES) Position

The position is from June 10, 2024 through October 31, 2024. Below outlines the job responsibilities within the months of the Energy Specialist position. There are different responsibilities and a commitment to the entirety of the program is required.



Work Responsibilities for the Green House Call Program: (June-August 2024)

- With a partner, visit 3-5 homes in your community per day (*by appointment*) to carry out an energy and water use assessment and replace inefficient measures with energy/water-saving devices
- Participate in professional development workshops to establish a professional portfolio which includes a resume and cover letter, as well as learn strategies to network and perform well on interviews after their time at Rising Sun
- Conduct follow-up phone calls to residents who have received Green House Calls or EE kits to provide additional resources or gather feedback to improve the program
- Participate in Mock Interview Day (Saturday July, 13th)
- Other duties as assigned

Program Dates & Schedule (Green House Call Program): June 10- July 29th, 2024, up to 28-35 hours a week

Paid Training + Mandated Reporter Training	In-Person Green House Calls	Green House Call Late Dates	Professional Development Workshops	Interview Day (in preparation for Externship)
June 10-14 Monday-Friday 10am-5:30pm	June 17th- July 26th Tuesday-Friday 10am-5:30pm	Wednesday July 10th & Wednesday July 24th 12pm-7:30pm	Mondays (10am-5pm) and Fridays (10am-12pm)	Saturday July, 13th Time TBD

Work Responsibilities for Fall Externship Placement: (August-October 2024)

- Complete 120 hours of paid work experience with host; 6-10 weeks at least 12 hours per week
- For a total of 45 additional hours, participate in weekly professional development workshops and weekly check-in meetings with Rising Sun supervisors
- Fulfill externship site host requirements/responsibilities as it pertains to the position description and complete 3 informational interviews
- Submit feedback through program evaluations in a timely manner that will be reviewed to enhance the program in the future
- Meet with host and Rising Sun supervisors to discuss projects, develop goals and learning plan

Program Dates & Schedule (Fall Externship Placement): August 5 - October 31, 2024, at least 12 hours per week

Externship Placements	Transition Programs (Orientation, meet & greet)	Externship Placement with Host Partner
July 19 - August 2nd, 2024	August 5 - August 9, 2024	August 12 - October 31, 2024

Requirements

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees and Board of Directors
- Must 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 safety regulations and/or best practices, including (but not limited to) wearing a mask while in client homes
- Proof of low- income status (or signed affidavit)
- Participate in ALL of the dates outlined above including training, Green House Calls **and** externship placement
- Stable phone access to make phone calls
- Be able to lift 25 pounds and walk up to half a mile at a time
- Able to get to and from work site locations on a daily basis throughout the duration of employment
- Be able to complete the virtual Mandated Reporter and Sexual Harassment training within the first week of work

READY to Apply?

Apply online! <https://bit.ly/2024CCApp>

We are accepting applications and selecting program participants on a rolling basis, so we highly encourage you to get your application in as soon as possible. If you have any questions please email us at

CCJobs@risingsunopp.org.

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.

