



RISING SUN

CENTER FOR OPPORTUNITY

JOB DESCRIPTION: EVENTS COORDINATOR (PART TIME, TEMPORARY)

[Rising Sun](#) is a premier nonprofit organization working at the intersection of economic equity and climate resilience. With offices in Oakland and Stockton, our workforce development programs specialize in preparing youth, women, people of color, and individuals in reentry for high-road careers and green pathways that offer family-sustaining wages across the greater Bay Area. Since our founding in 1994, Rising Sun has trained over 3,000 youth and adults while helping nearly 60,000 households reduce their carbon footprint.

Rising Sun is hiring an Events Coordinator to support our 2024 Annual Celebration on Thursday, May 16, in Oakland. The Events Coordinator will support event logistics and design and will report to both the Senior Communications Manager and the Director of Development and Communications, depending on the task.

Job Responsibilities

- Support with event logistics, such as: reaching out to food and beverage sponsors and vendors, permitting, booking rentals, etc.
- Work with the team on event design, layout, and flow.
- Purchase and track event décor and supplies needed.
- Support with volunteer coordination.
- Hire a DJ, photographer, and event security.
- Complete other event-related tasks as assigned.

A successful Events Coordinator..

- Has strong attention to detail.
- Can juggle multiple tasks and is willing to jump in wherever needed.
- Has strong computer skills, preferably including Google Suite and Canva.
- Likes to problem solve and troubleshoot.

As the Events Coordinator, you MUST...

- Be available to work **in-person in Oakland on Thursday, May 16, from 9am–9pm**, Tuesday and Wednesday May 14–15 from 9am–5pm, and potentially on a few other days leading up to the event.
- 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 criminal background check.
- Be able to complete virtual Mandated Reporter Training, Sexual Harassment Training, and Cyber Security Training within the first week of onboarding.

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 position. The pay rate is \$25–35 per hour depending on experience. This is a non-benefited position. Hours per week may vary by agreement and availability of the person hired. This is a temporary position, with an approximate date range of late February through May of 2024. Needs and hours will increase closer to the date of the event; must be available starting in late February or early March (10–16 hours/week), April (20–24 hours/week), and May 1-16 (up to 32 hours/week). This is a hybrid position with work from home flexibility in February through April.

Ready to Apply?

Please email your resume, a brief introduction, and two to three references to careers@risingsunopp.org and include "Events Coordinator" 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.