



Rising Sun Center for Opportunity

Job Opening: Leader in Field Training (LIFT)

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 Bay Area and Stockton. 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.

Job Summary

The LIFT position is for emerging climate leaders ages 18-24 from low-income households. Participants will develop leadership skills by providing coaching, mentorship, and training to Energy Specialists and drivers. Youth will participate in regularly occurring Professional Development workshops, career pathways and make connections. 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)

- **Leader-in-Field-Training (LIFT) Pay:** \$21.50/hour
- **Position Schedule:** June 3rd, 2024 to October 31st, 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, San Rafael, Daly City, 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 Leader in Field Training (LIFT) Position

The position is from June 3, 2024 through October 31, 2024. Below outlines the job responsibilities within the months of the Leader in Field Training position. There are different responsibilities and a commitment to the entirety of the program is required.

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

- Support managers with outreach by attending events in the community and scheduling appointments over the phone
- Serve as a peer leader and mentor to Energy Specialists by conducting quality assessments of the Green House Call service, providing in-field coaching and facilitating morning briefings and reminders
- Fill in as Energy Specialists to conduct in-person house calls in the event of team member absence
- Become a subject matter expert in all aspects of delivering high-quality Green House Calls
- Continuously improve quality of Green House Call service among the Energy Specialists by giving feedback and delivering appropriate support where needed
- Support in the delivery of bi-weekly workshops that foster eco-literacy, financial literacy and the climate change knowledge of youth participants
- Facilitate at least one professional development workshop for Energy Specialists by the end of summer
- Document and record Climate Careers summer program (i.e. Green House Calls, professional development workshops, etc.) by capturing photos, filming short videos and uploading to online database using proper naming conventions
- Create and manage a blog to track lessons learned as a LIFT throughout the Summer
- Participate in Mock Interview Day (Saturday July, 13th)
- Other duties as assigned

Program Dates & Schedule (Green House Call Program): June 3-July 29th, 2024, 38 hours a week

Paid Training + Mandated Reporter Training	Paid Training (Youth)	In-Person Green House Calls & Late Dates	Professional Development Workshops	Interview Day (in preparation for Externship)
June 3-7, 2024 9:30am-5pm	June 10-14 Monday-Friday 9:45am-5:45pm	June 17- July 26th Tuesday-Friday 9:45am-5:45pm <i>July 10 & July 24 11:45am-7:45pm (late days)</i>	Mondays 9:30am-5:30pm and Fridays 9:45am-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
- 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 lift 25 pounds and walk up to half a mile at a time
- Stable phone access to make phone calls
- Participate in all of the dates outlined above including training, Green House Calls and externship placement
- An effective communicator with strong presentation skills or a desire to develop these skills
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of work

As a LIFT, it would be great if you...

- Have experience and/or interest in youth development, education, management, sustainability, and/or community engagement and outreach
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages
- Have strong customer service skills

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.

EOE/AA/Women and Minorities are encouraged to apply.

