



# Rising Sun Center for Opportunity

## Job Opening: Operations Coordinator

### 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](http://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 the installation of energy and water-saving devices such as LED light bulbs, 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.

### Job Summary

The Operations Coordinator works with the Data and Operations Associate, Bay Area to provide operational support for the 2024 Green House Call program. The Operations Coordinator will assist with temporary site office setup and closing, provide direct operational support during our summer Green House Call program (IT, supplies, forms, etc.), support Climate Careers Bay Area inventory management, help maintain Climate Careers' digital infrastructure, complete basic data analysis and reporting tasks, serve as a substitute Energy Specialist, and perform other tasks as necessary to ensure Green House Call delivery and quality control. The Operations Coordinator will learn the various aspects of the Climate Careers program and will gain experience in non-profit operations.

### Position Details

- **Desired position schedule:** May 20, 2024 - August 2, 2024.
- **Compensation:** \$26.00/hour (30 hours/week), temporary, non-exempt.
- **Benefits:**
  - **Monthly internet and phone reimbursement:** \$20 for internet, \$30 for phone.
  - **Vehicle use reimbursement:** When traveling for work-related purposes, Rising Sun reimburses mileage at the 2024 federal mileage rate determined by the IRS. The commute from your house to Rising Sun headquarters does not qualify for reimbursement.
- **Locations:** This is a hybrid position, with some work able to be completed remotely. When in person, the Operations Coordinator will primarily be located at Rising Sun's headquarters in



Oakland (1116 36th St. Oakland, CA 94608). They must, however, have the ability to travel frequently to our secondary site offices (Oakland, Vallejo, San Rafael, and Daly City) for work-related purposes.

## Job Responsibilities

- Work with the Data and Operations Associate, Bay Area to implement site office set up and site office closing for Climate Careers Bay Area temporary satellite offices, including site office logistics, delivery of equipment and supplies, and management of utilities
- Provide direct operational support leading up to, during, and following the Climate Careers summer program implementation (inventory, IT equipment, supplies, forms, etc.)
- Assist the Data and Operations Associate, Bay Area in tracking the flow of supplies in and out of Rising Sun's Oakland Headquarters
- Receive inventory deliveries, pick up supplies from various locations, and ensure proper, safe, and accessible storage
- Monitor inventory discrepancies at summer site offices and cross reference Salesforce inventory data for alignment
- Serve as a substitute Energy Specialist, working with a partner to visit 3-5 homes per day (by appointment) to carry out an energy and water use assessment and replace inefficient measures with energy/water-saving devices
- Lead research projects to help improve Climate Careers operations
- Utilize aspects of Climate Careers' digital infrastructure (i.e. Salesforce and Google Suite) for all programmatic needs including running reports, tracking metrics, and maintaining dashboards
- Assist with data and reporting requests from Climate Careers' staff
- Complete other tasks as assigned

## A successful Operations Coordinator...

- Is passionate about Rising Sun's mission and excited to actively champion it
- Demonstrates self-awareness, in terms of understanding their own culture, identity, biases, prejudices, power, privilege, and stereotypes
- Demonstrates willingness to challenge and change institutional practices that present barriers to different groups
- Is enthusiastic about working in a nonprofit setting; comfortable wearing many hats and getting creative with available resources
- Takes pride in developing intuitive organizational systems and making things easy for others; excellent attention to detail
- Enjoys working with spreadsheets
- Quickly and naturally learns and understands new systems and databases; possesses strong technical skills
- Is enthusiastic about doing physical work
- Ideally has experience tracking warehouse inventory

## As an Operations Coordinator, 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 safety regulations and/or best practices, including (but not limited to) wearing a mask while 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 complete virtual Mandated Reporter and Sexual Harassment trainings within the first week of training
- Be able to travel 20% - 30% of the time (locally, and to Bay Area site offices)
- Be able to drive a large van or 15-ft U-Haul
- Be able to carry 40 lbs. up a flight of stairs and able to perform physical work multiple days in a row
- Be able to follow instructions and complete tasks with minimal supervision
- Have strong Google Sheets and/or Excel skills; be able to quickly learn new database and information management systems

## As an Operations Coordinator, you ARE:

- An effective verbal and written communicator
- Flexible and adaptable; able to independently prioritize and shuffle responsibilities
- Organized with a keen attention to detail
- Available on occasional evenings

It's not just another job—it's a chance to participate in a program where you can make a difference in your community and for the environment, while gaining valuable skills and work experience!

## READY to Apply?

Please email your resume, cover letter, and three professional references to [janikian@risingsunopp.org](mailto:janikian@risingsunopp.org), and include "Operations Coordinator" 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.*