



# Rising Sun Center for Opportunity

## Job Opening: Program 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](http://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 Program Assistant (PA) Position

The Program Assistant is responsible for supporting regional management teams across our two programmatic regions. The main goal of the PA is to provide operational and administrative support, recruitment and outreach, Green House Call delivery and quality control. The PA will learn the various aspects of the Climate Careers program and will gain experience in youth development. This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. The PA reports directly to the Regional Manager.

### Program Details

- **Position Schedule:** June 3-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:** The PA will primarily be located in Rising Sun's office in Oakland (1116 36th St. Oakland, CA 94608). However, they must be flexible to travel to our site offices (Oakland and Daly City **OR** San Rafael and Vallejo)

### Job Responsibilities

- Assist with community engagement and outreach for Green House Calls
- Attend events throughout the Bay Area to represent Rising Sun and Climate Careers



- Conduct phone outreach and schedule appointments for in-person Green House Calls
- Provide quality assurance, monitor youth-led, in-home energy assessments, and provide constructive feedback to youth on their work
- Support staff needs by conducting Green House Calls as needed
- Deliver inventory and supplies to site offices in the Bay Area

**Program Dates & Schedule (Green House Call Program):** June 3 -August 2, 2024, 20 hours a week

Paid Training	Youth Paid Training	Manager Meetings	In-Person Green House Calls	Last Day
June 3-June 7th 9:30am-5pm	June 10-14 9:30am-5pm	Weekly on Mondays	June 17-July 26, 2024	August 2, 2024

## A successful Program Assistant...

- Has knowledge of youth development principles and at least two years of experience working with young people in a youth development setting
- Has a strong understanding of local resources available to youth and is able to research and develop new partnerships to this end
- Is highly skilled at classroom management and engaging lesson plan facilitation
- Has experience facilitating life skills and professional development workshops to a group of young people
- Has the ability to motivate youth and manage behavioral issues in a positive manner

## 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 25 pounds and walk up to half a mile at a time
- Be able to follow instructions and complete tasks with minimal supervision
- Have strong computer skills like Google Suite and Microsoft Office; able to quickly learn new software and databases
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of work

## As a Program Assistant, you ARE:

- An effective verbal and written communicator with strong customer service skills
- Comfortable engaging with the public and adapting a message for diverse audiences
- Flexible and adaptable; able to independently prioritize and shuffle responsibilities
- Able to positively and professionally represent Rising Sun in the community
- Organized with a keen attention to detail

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 [CCjobs@risingsunopp.org](mailto:CCjobs@risingsunopp.org), and include "**Program 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.*