



Rising Sun Center for Opportunity

Job Opening: Site Program Manager (SiPM)

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 households. Green House Calls consist 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.

Job Summary

The **Site Program Manager** (SiPM) is responsible for implementing the Climate Careers program in a specific county, or set of counties, throughout the greater Bay Area and Stockton while also supporting the overall goals of the Climate Careers program. The SiPM will oversee and supervise 11 youth during the summer and up to 6 externs during the fall. The SiPM will co-manage one site office with a Summer Program Manager during the summer employment.

The **Site Program Manager** will report directly to the Regional Manager and work closely with the Outreach Manager, Youth Development Specialist, and Summer Program Manager. SiPM is expected to transition between different sets of responsibilities throughout the year. Details are outlined in the [Job Responsibilities](#) section.

This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. A successful candidate will equally enjoy administrative tasks, community engagement, and direct supervision and development of youth.

Program Details (Pay, Office Locations & Schedule)

- **Site Program Manager pay:** \$25.00/hour, 40 hours/week (must be able to work some weekends)
- **Monthly internet and phone reimbursements*:** Phone-\$30 dollars, Internet- \$20 dollars



- **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 determined by the IRS.
- **Approximate site office locations (for Summer In-Person GHC):** North Bay (San Rafael & Vallejo), South/East Bay (Oakland & San Mateo)
- **Benefits Package Included:** 5.23 bi-weekly accrued PTO, 4 Rest Days, 8 paid holidays, 2 floating holidays, 100% coverage of Medical, Dental, Vision insurance for employees, 50% coverage for dependents.

**Monthly phone reimbursements apply throughout your time with Rising Sun. Monthly internet reimbursements only apply for Spring and Fall work.*

***Mileage reimbursements will only be offered for driving done solely for work-related purposes. For example, driving out from your assigned place of work (home in the Spring and Fall time and your assigned site office in the Summertime) to outreach/recruitment events. Note that in the Summer, commuting between your home and your assigned site office does not qualify for reimbursement. Toll fees incurred as part of work travel are reimbursed.*

Position Timeline

This position is from January 16, 2024 to December 13, 2024. Below outlines the job responsibilities within the months of the position. There are different responsibilities, but we ask that all Site Program Managers commit to the entire duration of the program.

Job Responsibilities

Program Dates & Schedule (Spring Recruitment & Outreach): January-May 2024

- Collaborate with Youth Development Specialist on Recruitment, Outreach, and Hiring
- Schedule, coordinate and represent Rising Sun at in-person and virtual recruitment events to recruit for youth summer participants
- Identify, interview, & hire potential candidates for all youth program positions
- Coordinate and represent Rising Sun at in-person outreach events to engage clients and sign them up for the Green House Call service to ensure a full appointment calendar for the summer
- Support data collection initiatives to support projects for the Climate Careers program
- Assist in the identification and recruitment of externship hosts

Paid Training	Youth Recruitment (events, interviews)	Green House Call Outreach
January 16-19	January-May	February-May

Program Dates & Schedule (Green House Call Program): June-August 2024

- Share/delegate all site office responsibilities and collaborate with co-manager to ensure smooth operation of site office
- Directly onboard, train, supervise, and mentor up to 11 youth program participants (LIFT, ESD, ES)
- Train LIFT to become a peer leader by providing feedback, mentorship, supervision, and delegating site tasks that align with their skill level

- Provide continuous evaluation, training and feedback to program participants to ensure skill development and the highest possible quality of service
- Coordinate site logistics, including, but not limited to timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials
- Ensure full schedule of Green House Call appointments, handle all customer service-related tasks including conducting confirmation calls, rescheduling (if necessary), ensuring quality service, and gathering customer testimonials
- Ensure the successful delivery of all site and staff deliverables and goals
- Collaborate with a Youth Development Specialist to address issues/barriers that a youth participant may be experiencing to ensure active and consistent programmatic participation and to further enhance the youth experience

Paid Training (SPM)	Paid Training (Youth)	Manager Meetings	In-Person Green House Calls	In-person GHC Closing Week
May 29-June 7	June 10-14	Weekly on Mondays	June 17- July 26	July 30-Aug 2

Program Dates & Schedule (Virtual Green House Calls & Taskforce Support): August-December 2024

- Supervise Virtual Green House Call Externs on their day-to-day virtual operations remotely
- Supervise Virtual Green House Call Externs in providing phone surveys with community members
- Supervise youth on site for the assembly of energy efficiency kits
- Ensure completion of Virtual Green House Call goals by collaborating with Outreach Manager by participating in outreach events, phone banking and other client outreach strategies
- Coordinate site logistics, including, but not limited to timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials related to the service
- Assist Climate Careers program in programmatic task force work in preparation for 2025

Virtual Program Manager Training	Virtual Green House Calls	Taskforce Support	Virtual Program Manager Last Day
Aug 5-9	Aug 5- Oct 31	Oct 1- Dec 13	Dec 13

As a Site Program Manager, 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 pass a criminal background check
- Stable phone access to make phone calls
- Be able to travel to and from assigned site office for in-person Green House Calls coordination
- Be able to lift 25 pounds and walk up to half a mile at a time
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of hire
- Maintain confidentiality of all program participants and all files and records pertaining to youth participants and clients

As a Site Program Manager, 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
- Passionate about youth development and/or education, with the compassion and empathy to work with youth from various backgrounds
- Comfortable training and teaching others in a virtual and in-person setting
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise youth program participants, assign work effectively, and address performance issues as they arise
- Competent with the Google Suite and comfortable with database and information management
- Highly motivated to develop managerial and professional skills

As a Site Program Manager, it would be great if you:

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

Ready to Apply?

Please email your resume, cover letter, and three professional references to CCjobs@risingsunopp.org, and include "**Climate Careers: Site Program Manager - Bay Area**" in the subject line. Please include a list of site office locations in order of your preference (Oakland, Vallejo, San Rafael, San Mateo). 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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.

