



# Rising Sun Center for Opportunity

## Job Opening: Community Engagement Fellow

### 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 serves low-income residents, seniors, renters, and non-native English speakers for our energy and water retrofitting services which are of no cost, making them financially accessible for those who are eligible. This enables marginalized communities to create a more sustainable reality for themselves. Energy-efficient devices improve the home's energy performance, thus reducing its contribution to climate change. By playing an important role in the process, Climate Careers helps climate-vulnerable individuals contribute to climate solutions through their own actions and through their own homes. 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 Fellowship

The Fellow will work on the Climate Careers program and gain exposure to different aspects of the organization. Fellows will gain exposure to program design and implementation, will interact with, and provide support to our temporary summer teams, as well as our youth and adult participants. Fellow will operate out of our Oakland headquarters, however, extensive travel is required for assigned service territory which may include the following counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma. Fellow will report directly to Rising Sun's Outreach Manager, Bay Area.

This position is a fantastic opportunity for motivated individuals looking to increase their community outreach, marketing, and communication experience while gaining a foothold in the non-profit and sustainability sectors.

### Program Details (Pay, Office Locations & Schedule)

- **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 to Rising Sun event's location. Rising Sun reimburses mileage at the 2026 federal mileage rate determined by the IRS.
- **Locations:** The fellow will primarily be located in Rising Sun's office in Oakland (1116 36th St. Oakland, CA 94608). However, they must be flexible to the assigned Bay Area counties i.e. **for Summer In-Person GHC:** North Bay (San Rafael & Vallejo), South/East Bay (Oakland & Daly City)
- **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, Spring Health (mental health & coaching).

*\*Monthly phone and internet reimbursements apply throughout your time with Rising Sun.*

*\*\*Mileage reimbursements will only be offered for driving done solely for work-related purposes. For example, driving out from your assigned place of work to Climate Careers events. Toll fees incurred as part of work travel are reimbursed.*

## Position Timeline

***This position will consist of two contract phases. The Spring and Summer phase will begin on January 21, 2025 and end on August 8, 2025. An end-of-summer evaluation will then be conducted to determine whether the Site Program Manager is eligible for the Fall phase, which will begin on August 9, 2025 and end on December 12, 2025.***

## Job Responsibilities

- Schedule, coordinate, plan, and represent Rising Sun at in-person outreach events (i.e. Earth Day festival), primarily on your own or with another member of the outreach team (if needed)
- Engage clients and sign them up for the Green House Call service
- Successfully execute Climate Career's annual phone banking campaign to ensure appointments are booked for the first two weeks for your assigned counties
- 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
- Enter data into and maintain customer waitlists, outreach logs, and trackers
- Present in-person or virtually to community organizations, such as faith-based groups, neighborhood associations, and local businesses
- Provide support and mentorship to temporary staff and program participants
- Implement creative and independent research skills
- Assist with the development of written, graphic, and/or oral reports and material
- Develop and nurture strategic relationships with county, city, and community partners
- Other duties as assigned

## As a Community Engagement Fellow, 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
- Maintain confidentiality of all program participants and all files and records pertaining to youth participants and clients
- Have stable phone access to make phone calls, have a car, a valid driver's license, and motor vehicle insurance
- Be able to pass a motor vehicle record check with a safe driving record and be able to pass a background check
- Be able to travel to various outreach events throughout the Bay Area 50% of the time
- 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
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of work

## As a Community Engagement Fellow, you are:

- 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
- Proficient operating technology like laptops, tablets, and other devices
- Proficient with software like Google Suite, Salesforce, Trinet and information management systems
- An effective verbal and written communicator with strong customer service skills
- Comfortable with general administrative tasks and 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 settings
- Able to foster a fun, energetic, and goal-oriented environment
- Highly motivated to further develop and learn new professional skills

## As a Community Engagement Fellow, 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?

Fill out the online application here: <https://risingsun.tfaforms.net/43>

We are accepting applications on a rolling basis until all positions have been filled. If you have any questions, please contact us at [ccjobs@risingsunopp.org](mailto: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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.*

