



# 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](http://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)

- **Position Schedule:** June 4th, 2025 to November 21st, 2025
- **Leader-in-Field-Training (LIFT) Pay:** \$21.50/hour
- **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 2025 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 4, 2025 through November 21st, 2025. Below are the job responsibilities of the Leader in Field Training position. There are different responsibilities and committing to the entirety of the program is required.**



**Work Responsibilities for the Green House Call Program: (June-August 2025)**

- Act as a peer leader and mentor to Energy Specialists by assessing the Green House Call service, providing in-field coaching, and leading morning briefings.
- 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 curriculum workshop for Energy Specialists by the end of summer
- Document the Climate Careers summer program by capturing photos and videos of Green House Calls and workshops, then uploading them to an online database with proper naming conventions
- Support managers with outreach by attending events in the community and scheduling appointments over the phone
- Create and manage a blog to track lessons learned as a LIFT throughout the Summer
- Participate in Externship Interview Day (Saturday July, 12th)
- Other duties as assigned

**Program Dates & Schedule (Green House Call Program): June 4th - August 8th, 2025, 38 hours a week**

Paid Training	Paid Training (Youth)	In-Person Green House Calls & Late Dates	Professional Development Workshops	Externship Interview Day
June 4th-13th, 2025	June 16th-20th Monday-Friday	June 23rd - August 1st Tuesday-Friday  Late Days <i>July 16th &amp; July 30th (12pm-7:30pm)</i>	Mondays (10am-5pm) and Fridays (10am-12pm)	Saturday July, 12th

**Work Responsibilities for Fall Externship Placement: (August 11th - November 21st, 2025)**

- Complete 120 hours of paid work experience with host; 8-15 weeks for at least 8-10 hours per week
- For up to 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
- Participate during in-person Externship Final Presentation

**Program Dates & Schedule (Fall Externship): August 11 - November 21st, 2025, 8-10 hours per week**

Externship Placements	Transition Programs (Orientation, meet & greet)	Externship Placement with Host Partner	Externship Final Presentations
July 22nd, 2025	August 5th - August 8th, 2025	August 11 - November 21st, 2025	November 17th-November 20th, 2025

## 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 during work hours
- 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 and be able to pass a 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
- 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...

- Are proficient in operating technology like laptops, tablets, and other devices
- Are proficient with software like Google Suite, Salesforce
- 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?

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