



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

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 will work with the Data and Operations Associate, Bay Area and the Senior Data and Operations Manager to provide operational support for the 2025 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, 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:** March 24, 2025 - August 4, 2025.
- **Compensation:** \$25.00/hour (30 hours/week), temporary, non-exempt.
- **Benefits:**
 - **Monthly internet reimbursement:** \$20.
 - **Vehicle use reimbursement:** When traveling for work-related purposes, Rising Sun reimburses mileage at the 2025 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) and off-site storage facilities for work-related purposes.

Job Responsibilities

- Work with the Data and Operations Associate, Bay Area, and the Senior Manager of Data and Operations to plan and implement site office set up and site office closing for Climate Careers Bay Area's temporary summer satellite offices, including the creation of a site setup schedule, management of site office logistics, delivery of equipment and supplies, and purchase and management of utilities
- Provide direct operational support leading up to and during the Climate Careers summer program implementation (inventory, IT equipment, supplies, forms, etc.)
- Assist the Data and Operations team with the flow of supplies in and out of Rising Sun's Oakland storage facilities; receive inventory deliveries, pick up supplies from various locations, and ensure proper, safe, and accessible storage
- Support daily Salesforce administration and troubleshoot front end Salesforce issues with seasonal staff
- Monitor inventory discrepancies at summer site offices and cross reference Salesforce inventory data for alignment; support daily resolution of discrepancies in partnership with Data and Operations team and seasonal staff
- Utilize aspects of Climate Careers' digital infrastructure (i.e. Salesforce and Google Suite) for all programmatic needs such as directing seasonal staff to key resources and tracking staff survey completion
- Support delivery of Data and Operations training content to seasonal staff, and retrain seasonal staff on Operations tasks by request throughout the summer
- 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
- Takes pride in developing intuitive organizational systems and making things easy for others; excellent attention to detail
- Quickly and naturally learns and understands new systems and databases; possesses strong technical skills and enjoys working with spreadsheets

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, experience using Salesforce preferable; 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?

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 janikian@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.

