



Rising Sun Center for Opportunity

Job Opening: Outreach Associate, Central Valley

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

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 Outreach Assistant (OA) Position

The Outreach Associate (OA) is responsible for supporting the outreach team to generate client leads and book appointments as part of a regional grassroots outreach campaign. 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. Climate Careers targets populations that include moderate-income residents, seniors, renters, and non-native English speakers. Strategies include tabling at events, presentations to community groups, and targeted neighborhood canvassing when necessary.

Program Details

- **Position Schedule:** January 21- December 12, 2025
- **Outreach Associate pay:** \$21.00/hour (20-25 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 2025 federal mileage rate determined by the IRS



- **Locations:** The OA will primarily be located in Rising Sun's office in Stockton (445 W. Weber Avenue Stockton, Ca 95203). However, they must be flexible to travel to our site offices (San Joaquin County)

Job Responsibilities

- Schedule, coordinate, and represent Rising Sun at in-person outreach events (i.e. Earth Day festival), either with another member of the outreach team or on your own
- Engage clients and sign them up for the Green House Call service and Appliance Upgrade Program
- Successfully execute Climate Career's annual phone banking campaign to ensure appointments are booked for the first two weeks for your assigned county
- 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
- Entering data into and maintaining customer waitlists and outreach logs
- Presenting to community organizations, such as faith-based groups, neighborhood associations, and local businesses

As a Outreach Associate, 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 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
- Be able to travel to various outreach events throughout the San Joaquin County 50% of the time
- 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 work

As a Outreach Associate, 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



As an Outreach Associate, it would be GREAT if you:

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

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 us at 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.

