Rising Sun Center for Opportunity
Job Opening: Program Assistant (Stockton and Manteca)

About Us

We're deeply rooted at the intersection of equity, climate, and good, sustainable careers.
In 1994, Rising Sun Center for Opportunity began as Rising Sun Energy Center in Santa Cruz, California. Much has changed as we've adapted and innovated to respond to the needs of our participants and communities, but today, we remain rooted in our origins, preparing people throughout the Bay Area and Central California who have been locked out of prosperity for good jobs and green pathways that offer economic equity and mobility while building a climate-resilient future for all.

Learn more about who we are

The Climate Careers Program

Climate Careers offers a no-cost service to San Joaquin County homes. This service, called a Green House Call, consists 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.

The Program Assistant (PA) Position

The Program Assistant is responsible for supporting regional management teams across our two programmatic regions. The main goal of the PA is to provide operational and administrative support, recruitment and outreach, Green House Call delivery and quality control. The PA will learn the various aspects of the Climate Careers program and will gain experience in youth development. This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. The PA reports directly to the Regional Manager.

Program Details

- **Position Schedule:** June 4-August 8, 2025 (must be available to work some weekends)
- **Program Assistant pay**: $20.00/hour (20 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.
- **Site office locations:** The PA 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 3 site offices in Stockton and Manteca.

Job Responsibilities

- Assist with community engagement and outreach for Green House Calls
- Attend events throughout Stockton to represent Rising Sun and Climate Careers
- Conduct phone outreach and schedule appointments for in-person Green House Calls
- Provide quality assurance, monitor youth-led, in-home energy assessments, and provide constructive feedback to youth on their work
- Support staff needs by conducting Green House Calls as needed
- Deliver inventory and supplies to site offices in Stockton

Program Dates & Schedule (Green House Call Program): June 4 - August 8, 20 hours a week

Paid Training & Mandated Reporter Training	Youth Paid Training	Manager Meetings	In-Person Green House Calls & Late Days	PA Last Day
June 4th-June 13th Monday-Friday 8:30am-5pm	June 16th-20th Monday-Friday 8:30am-5pm	Weekly on Mondays 8:30am-2pm	June 23th-August 1st Tuesdays - Fridays 8:30am-2pm *(late days)* *July 16th & July 30th* *12:00pm-5:30pm*	August 8th, 2025

As a Program Assistant, 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 travel 40% - 60% of the time (within San Joaquin County)
- 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
- Have strong computer skills like Google Suite and Microsoft Office; able to quickly learn new software and databases
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of work

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As a Program Assistant, you ARE:

- 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, engaging with the public, and adapting a message for diverse audiences
- Able to effectively work with people of various backgrounds and age groups
- Able to help foster a fun, energetic, and goal-oriented environment
- Able to work with and support the managerial staff at each assigned site office
- Highly motivated to further develop and learn new professional skills

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.