



Rising Sun Center for Opportunity

Job Opening: Program Assistant (San Rafael/Vallejo)

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, which 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 offers a no-cost service to local 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 gain experience in youth development. This position calls for someone who thrives in a fast-paced environment and can balance multiple priorities. The PA reports directly to the Regional Manager.

Program Details

- **Position Schedule:** June 4th - August 4th, 2025
- **Program Assistant pay:** \$20.50/hour, 20 hours per week, temporary, non-exempt
- **Phone reimbursements (2 months):** \$30 dollars/month
- **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.
- **Locations:** The PA will primarily be located in Rising Sun's office in Oakland (1116 36th St. Oakland, CA 94608). However, they must be flexible to travel to our site offices San Rafael and Vallejo)

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.*



Job Responsibilities

- Assist with community engagement and outreach for Green House Calls
- Attend events throughout the Bay Area 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 the Bay Area
- Other duties as assigned

Program Dates & Schedule (Green House Call Program): June 4th - August 4th, 2025, 20 hours a week

Paid Training	Youth Paid Training	Manager Meetings	In-Person Green House Calls	Last Day
June 4th-13th	June 16th-20th	Weekly on Mondays	June 23-August 1st	August 4th

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 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 40% - 60% of the time (locally, and to Bay Area site offices)
- Be able to lift 25 pounds and walk up to half a mile at a time
- 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

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.