



Rising Sun Center for Opportunity

Job Opening: Site Program Manager (SiPM)

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 households. Green House Calls consist of an energy and water audit and installations of energy and water-saving devices. Climate Careers employs youth, 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.

Job Summary

The **Site Program Manager** (SiPM) is responsible for implementing the Climate Careers program in a specific county, throughout the greater Bay Area while also supporting the overall goals of the Climate Careers program. The SiPM will oversee and supervise 13 youth during the summer and will co-manage one site office with a Summer Program Manager during the summer employment. The SiPM is expected to transition between different sets of responsibilities throughout the year. Details are outlined in the [Job Responsibilities](#) section.

This position calls for someone who thrives in a fast-paced environment and can balance multiple priorities. A successful candidate will equally enjoy administrative tasks, community engagement, direct supervision and development of youth.

Program Details (Pay, Office Locations & Schedule)

- **Site Program Manager pay:** \$25.00/hour, 40 hours/week (**must** be able to work some weekends)
- **Monthly internet and phone reimbursements*:** Phone-\$30 dollars, Internet- \$20 dollars
- **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 set by the IRS.
- **Approximate site office locations (for Summer In-Person GHC):** North Bay (San Rafael & Vallejo), South/East Bay (Oakland & Daly City)



- **Benefits Package Included:** 5.23 bi-weekly accrued PTO, 4 Rest Days, 8 paid holidays, 2 floating holidays, 100% coverage of Medical, Dental, Vision insurance for employees, 50% coverage for dependents, Spring Health (mental health & coaching)

**Monthly phone reimbursements apply throughout your time with Rising Sun. Monthly internet reimbursements only apply for Spring and Fall work.*

***Mileage reimbursements will only be offered for driving done solely for work-related purposes. For example, driving out from your assigned place of work (home in the Spring and Fall time and your assigned site office in the Summertime) to outreach/recruitment events. Note that in the Summer, commuting between your home and your assigned site office does not qualify for reimbursement. Toll fees incurred as part of work travel are reimbursed.*

Position Timeline

This position will consist of two contract phases. The Spring and Summer phase will begin on January 21, 2025 and end on August 8, 2025. An end-of-summer evaluation will then be conducted to determine whether the Site Program Manager is eligible for the Fall phase, which will begin on August 9, 2025 and end on December 12, 2025.

Job Responsibilities

Program Dates & Schedule (Community Engagement & Outreach): January-May 2025

- Coordinate and represent Climate Careers at in-person outreach events to engage clients and sign them up for the Green House Call service to ensure a full appointment calendar for the summer
- Collaborate with Outreach Manager and Outreach fellows to schedule, coordinate and represent Rising Sun at in-person and virtual recruitment events
- Successfully execute annual phone banking campaign to ensure appointments are booked
- Actively enter data into Salesforce and ensure waitlists, outreach logs, and trackers are up-to-date
- Present in-person or virtually to community organizations, such as faith-based groups, neighborhood associations, and local businesses
- Represent and speak on all aspects of Climate Careers to gather and strengthen support of the communities we serve
- Other duties as assigned

Paid Training	Green House Call Outreach
January 21-24	February-May

Program Dates & Schedule (Green House Call Program): June-August 2025

- Share all site office responsibilities and collaborate with co-manager to ensure smooth operation
- Directly onboard, train, supervise, and mentor up to 13 youth program participants
- Train Leader-in-Field-Training (LIFT) to become a peer leader by providing feedback, mentorship, supervision, and delegating site tasks that align with their skill level
- Provide continuous evaluation, training and feedback to participants to ensure skill development and the highest quality of service
- Coordinate site logistics, including, but not limited to timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials



- Ensure full schedule of Green House Call appointments, handle customer service-related tasks including conducting confirmation calls, rescheduling (if necessary), ensuring quality of service, and gathering customer feedback
- Ensure the successful delivery of all site and staff deliverables and goals
- Collaborate with a Youth Development Specialist to address issues/barriers that a youth participant may be experiencing to ensure active and consistent programmatic participation and to further enhance the youth experience
- Other duties as assigned

Summer Program Training	Youth Training	Manager Meetings	In-Person Green House Calls	Site Office Closing Week
June 4-June 13	June 16-20	Weekly on Mondays	June 23- Aug 1	Aug 5-Aug 8

Program Dates & Schedule (Community Engagement & Partnership Building): August-December 2025

- Ensure completion of Green House Call goals by collaborating with Outreach Manager to participate in outreach events, phone banking and other client outreach strategies
- Monitor assigned supplies, tools, and materials related to Outreach and Virtual program
- Coordinate and represent Climate Careers at in-person outreach events to engage clients and sign them up for a Green House Call to ensure completion of program goals
- Deepen stakeholder partnerships throughout the Bay Area by introducing Climate Careers
- Assist Climate Careers program in programmatic task force work in preparation for 2026
- Other duties as assigned

Fall Training	Community Engagement & Partnership Building	Last Day
Early August	Aug 5- Dec 12	Dec 12

As a Site Program Manager, 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 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
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of hire
- Maintain confidentiality of all program participants and all files and records pertaining to youth participants and clients

As a Site Program Manager, 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 and engaging with the public and adapting a message for diverse audiences
- Passionate about youth development and/or education, with the compassion and empathy to work with youth from various backgrounds
- Comfortable training and teaching others in a virtual and in-person settings
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise youth program participants, assign work effectively, and address performance issues as they arise
- Highly motivated to further develop and learn new managerial and professional skills

As a Site Program Manager, it would be great if you:

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

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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.

