



Rising Sun Center for Opportunity

Job Opening: Career Pathways Coordinator

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 www.risingsunopp.org

The Climate Careers Program

Climate Careers uses a social enterprise model to combine home energy and water-saving services with youth development. Our no-cost Green House Call service consists of energy and water use assessments, installation of efficiency devices, and client education. Youth program participants deliver this service to thousands of homes every summer while growing personally and professionally, advancing on to paid externships in the fall with organizations doing climate-related work to increase their career exposure and experience.

Job Details

The Career Pathways Coordinator is responsible for representing Climate Careers and Ava Community Energy to communities in Central Valley and San Joaquin County. The main goal of the position is to outreach to youth-serving organizations, schools as well as to attend events to relay information about clean energy jobs and resources available through Rising Sun and Ava Community Energy. The individual will learn the various aspects of the clean economy and will enhance their communication and presentation skills. The Coordinator reports directly to the Workforce Initiatives Manager.

- **Contract Length:**
 - Contract term 1: October 5, 2026 - December 18, 2026.
 - Contract term 2: January 4, 2027 - June 30, 2027 (extension will be based on budget approval and performance).
- **Compensation:** \$23.00/hour, starting at 20 hours/week
- **Sick time:** Accrual of 1 hour for every 30 hours worked beginning after 30 days of employment, up to a maximum accrual of 80 hours. Sick leave becomes available for use after 90 days of employment, in accordance with the terms of Rising Sun's sick leave policy.
- **Reimbursements*:**
 - **Monthly internet and phone:** Phone (\$30), Internet (\$20) for the months of August through November
 - **Vehicle use:** When traveling to a Rising Sun event location from primary work site or home depending on which is closer, Rising Sun reimburses mileage at the 2026 federal mileage rate. Toll fees incurred as part of work travel are reimbursed.



- **Locations:** The Coordinator is a hybrid role and will primarily be located in Rising Sun's office in Stockton (343 E Main Street Suite 506 Stockton, CA 95202). However, they **must** be flexible to travel to various San Joaquin county locations and **must** be able to work some weekends

**Mileage and toll reimbursements will only be offered for driving done solely for work-related purposes. Note that travel considered as work commute does not qualify for reimbursement.*

Job Responsibilities

- Identify schools in San Joaquin County to conduct presentations, outreach and workshops
- Identify appropriate venues for tabling to disseminate information about clean energy, Climate Careers, other trainings or Ava Community Energy including community events, libraries, etc.
- Communicate with appropriate contact people to schedule tabling events, workshops and presentations as well as facilitate and execute all said opportunities
- Log and record all information and details regarding communication attempts and attended events
- Utilize program collateral such as flyers both online and in-person to spread awareness and resources available
- Continue updating the Career Resources database by adding green job opportunities, including detailed descriptions, required skills.
- Assist in gathering data for reporting purposes
- Additional responsibilities as assigned

As a Career Pathways Coordinator, you must:

- Adhere to all Rising Sun policies, public safety regulations and/or best practices
- Be able to pass a background check
- Have reliable phone access to make and receive calls and to download and use work-related mobile applications.
- Be able to lift up to 25 pounds and walk up to half a mile at a time
- Be able to complete virtual Mandated Reporter and Sexual Harassment trainings within the first week of training and be able to work some flexible hours - occasional evenings and weekends.
- Maintain confidentiality of all program participants and all files and records pertaining to youth participants and clients
- 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 (locally)
- Have strong computer skills like Google Suite and Microsoft Office; able to quickly learn new software and databases

As a Career Pathways Coordinator, you are:

- Proficient operating technology like laptops, tablets, and other devices
- Proficient with software like Google Suite, Salesforce, 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
- 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/f/CCrecruitment>

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, or disability status. EOE/AA/Women and Minorities are encouraged to apply.