



Rising Sun Center for Opportunity

Job Opening: Operations 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 Operations Coordinator will report to the Data and Operations Associate, Central Valley to provide operational support for the 2026 Green House Call program. The Operations Coordinator will assist with temporary site office setup and closing, provide direct operational support in preparation of and during our summer Green House Call program (IT, supplies, forms, etc.), support inventory management, help maintain Climate Careers' digital infrastructure, complete basic data analysis and reporting tasks, and perform other tasks as necessary to ensure Green House Call delivery and quality control. The Operations Coordinator will learn the various aspects of the Climate Careers program and will gain experience in non-profit operations.

- **Contract Length:** April 15, 2026 - August 17, 2026
- **Compensation:** \$23.00/hour, 30 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 April through August.
 - **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:** This is a hybrid position, with some work able to be completed remotely; at least 50% of work hours will be in-person from June-August. When in person, the Operations Coordinator will primarily be located at their assigned secondary site offices and Rising Sun's regional office in Stockton.



They must, however, have the ability to travel frequently to our secondary site offices (Stockton, Lathrop, Merced, Madera, Fresno, or Visalia) and off-site storage facilities for work-related purposes.

- **Two (2) Operations Coordinator openings** with the approximate site office locations:
 - San Joaquin-Merced Counties (Site offices in Stockton, Lathrop, and Merced)
 - Madera, Fresno, and Tulare Counties (Site offices in Madera, Fresno, and Visalia)

**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 Timeline & Job Responsibilities

Program Dates & Schedule (Green House Call Program Preparation): Work with Data and Operations Associate to support recruitment, operations, and outreach systems infrastructure (update linked FormAssembly surveys and test, assist with tracking of candidates through seasonal hiring process, update Outreach processes and create lists and reports as needed)

- Support Salesforce administration in preparation for summer Green House Call program including set up of service territories and appointment blocks, test flows from linked surveys to Salesforce records, create user profiles for new seasonal staff, and set up measure inventory quantities
- Support organization of Climate Careers storage facility spaces: set up and track location and quantities of items in Inventory Management System, track and receive deliveries of items and store in correct location, maintain neat and orderly storage spaces
- Work with Data and Operations Associate to send Energy Efficiency kits to clients at appropriate intervals, track kit sign ups and delivery, and inform clients of status as needed
- Set up Google Drive virtual infrastructure in preparation for In-Person Green House Call program
- Update Green House Call Operations training curriculum and training modules, conduct research and test Operations systems to update lesson plans and slide decks
- Work with Regional Managers and site office building contacts to determine site office utilities, furniture, inventory and related needs in preparation for summer
- Additional responsibilities as assigned

Program Dates & Schedule (Green House Call Program Operations):

- Work with the Data and Operations Associate to plan and implement site office set up and site office closing for temporary summer satellite offices, including the creation of a site setup schedule, management of site office logistics, delivery of equipment and supplies, and purchase and management of utilities
- Provide direct operational support leading up to and during the program implementation (inventory, IT equipment, supplies, forms, etc.)
- Assist with the flow of supplies in and out of Rising Sun's Stockton or Madera storage facilities; lead purchasing of office supplies for site offices, receive inventory deliveries, pick up supplies from various locations, and ensure proper, safe, and accessible storage
- Support daily Salesforce administration and troubleshoot front end Salesforce issues with seasonal staff
- Monitor inventory discrepancies at summer site offices and cross reference Salesforce inventory data for alignment; support daily resolution of discrepancies in partnership with Data and Operations team and seasonal staff
- Support delivery of Data and Operations training content to seasonal staff, and retrain seasonal staff on Operations tasks by request throughout the summer
- Assist with data and reporting requests from Climate Careers' staff
- Additional responsibilities as assigned

As an Operations Coordinator, you must:

- Adhere to all Rising Sun policies
- Adhere to public safety regulations and/or best practices
- 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 complete virtual Mandated Reporter and Sexual Harassment trainings within the first week of training
- Be able to travel 20% - 30% of the time (locally, and to Central Valley site offices)
- Be able to drive a large van or 15-ft U-Haul
- Be able to carry 40 lbs. up a flight of stairs and able to perform physical work multiple days in a row
- Be able to follow instructions and complete tasks with minimal supervision
- Have strong Google Sheets and/or Excel skills, experience using Salesforce or other CRM preferable; be able to quickly learn new database and information management systems
- Have reliable phone access to make and receive calls and to download and use work-related mobile applications.

As an Operations Coordinator, you are:

- Passionate about Rising Sun's mission and excited to actively champion it
- A person who demonstrates self-awareness, in terms of understanding your own culture, identity, biases, prejudices, power, privilege, and stereotypes
- A person who demonstrates willingness to challenge and change institutional practices that present barriers to different groups
- An effective verbal and written communicator
- Flexible and adaptable; able to independently prioritize and shuffle responsibilities
- Organized with a keen attention to detail
- Available on occasional evenings

As an Operations Coordinator, it would be great if you:

- Take pride in developing intuitive organizational systems and making things easy for others; excellent attention to detail
- Quickly and naturally learn and understand new systems and databases; possess strong technical skills and enjoys working with spreadsheets and CRMs

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.