



Rising Sun Center for Opportunity

Job Opening: Summer Outreach 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

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 Summer Outreach Coordinator is responsible for supporting the outreach team to generate client leads and book appointments as part of a regional grassroots outreach campaign. This position is a fantastic opportunity for motivated individuals looking to increase their community outreach, marketing, and communication experience. Climate Careers targets populations that include low to moderate-income residents, seniors, renters, and non-native English speakers. Strategies include tabling at events and presentations to community groups. The Outreach Coordinator will report directly to Rising Sun's Outreach Manager, Bay Area.

- **Contract Length:** May 11, 2026 - August 7, 2026. (**must** be able to work some weekends).
 - *Must be available to attend in-person training from May 11-14 9:00 AM to 4:00 PM.*
- **Compensation:** \$23.00/hour, 25 hours/week
- **Schedule*:** Monday-Friday; 9 am-5 pm time range (agreed upon with supervisor), Occasional weekends and evenings as needed, hours will be adjusted.
 - * *Schedule is subject to change based on organizational needs.*
- **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 May 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:** Be able to work in-person and travel across assigned Bay Area counties (North Bay or South Bay regions). **During the summer,** work onsite at one of our temporary site offices in San Jose, San Francisco, Santa Rosa, or Napa. Be able to travel to Rising Sun's headquarters in Oakland as required or requested.

**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

- Schedule, coordinate, and represent Rising Sun at outreach events (i.e., Earth Day festival)
- Engage clients and sign them up for the Green House Call service
- Successfully execute Climate Career's phone banking campaign to ensure appointments are booked for your assigned counties
- Support a full schedule of Green House Call appointments, handle customer service-related tasks, including rescheduling (if necessary), and ensure quality service.
- Entering data into and maintaining customer waitlists and outreach logs
- Presenting to community organizations, such as faith-based groups, local businesses, etc
- Additional responsibilities as assigned

As a Summer Outreach Coordinator, you must:

- Adhere to all Rising Sun policies, 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
- Travel to various outreach events throughout the Bay Area 80% of the time
- Must 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 50 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.

As a Summer Outreach Coordinator, you are:

- Able to positively and professionally represent Rising Sun in the community
- Proficient in operating technology like laptops, tablets, and other devices
- Proficient with software like Google Suite, Salesforce, and information management systems
- Organized and 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

As a Summer Outreach Coordinator, it would be great if you:

- Have experience in community engagement, outreach, customer service, and/or sales
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages

- Passionate about reaching residents and communities traditionally left out of mainstream energy efficiency programs

Ready to Apply?

Fill out the online application here: 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.