



# Rising Sun Center for Opportunity

## Job Opening: Summer Outreach Coordinator (SOC), Climate Careers Central Valley

### 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](http://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 Summer Outreach Coordinator (SOC) 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 Summer Outreach Coordinator will report directly to Rising Sun's Outreach Manager, Central Valley.

- **Contract Length:** June 1 - August 21, 2026 (**must** be able to work some weekends and evenings).
- **Compensation:** \$23.00/hour, 20 hours/week
- **Schedule\*:**
  - Wednesdays: 10:30am - 5:00pm; Thursdays: 9:30am - 5:00pm; Fridays: 9:30am - 5:00pm
  - Hours may vary depending on event times, including evening and weekend events. Candidates with weekend availability will be prioritized.
- **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:** Internet (\$20) June through August
  - **Monthly phone:** Phone (\$30) June 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 Central Valley counties. During the summer months of June and July, work onsite at one of our temporary site offices based on the counties assigned.
- **Three (3) Summer Outreach Coordinator openings** with the approximate site office locations:
  - San Joaquin County (Site offices in Stockton and Lathrop)
  - Madera-Merced Counties (Site offices in Merced and Madera)
  - Fresno-Tulare Counties (Site offices in 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.*

*\*The schedule is subject to change based on organizational needs*

## Job Responsibilities

- Schedule, coordinate, and represent Rising Sun at outreach events (i.e., Juneteenth 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:

- Have a car, valid driver's license, and motor vehicle insurance
- Be able to pass a background check
- Be able to pass a motor vehicle record check with a safe driving record
- Adhere to all Rising Sun policies, public safety regulations and/or best practices
- Be able to work some flexible hours- occasional evenings and weekends
- 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
- Travel to various outreach events throughout the Central Valley 70% of the time
- Be able to complete virtual Mandated Reporter and Sexual Harassment trainings within the first week of training



## As a Summer Outreach Coordinator, you are:

- Proficient in operating technology like laptops, tablets, and other devices
- Proficient with software like Google Suite, Salesforce, Rippling 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 positively and professionally represent Rising Sun in the community

## 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, Hmong, Punjabi, 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](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](mailto: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.*

